

Accounts Payable 2025/2026

Information for submitting accounts payable requests 2025 deadlines and reminders

As we approach the end of the year, Austin Community Foundation is here to help ensure your fund requests are processed smoothly. To assist you in meeting important year-end deadlines, please review the following information and reminders for submitting accounts payable (AP) requests:

- / Request accounts payable check(s) via our online **AP form** by 11:59 p.m. Central on Monday, December 1, 2025.
- / In order to streamline AP distributions, we will be issuing payments via ACH electronic transfer when possible. Please provide bank and vendor contact information when submitting your AP form. Last payments and checks for the year will be issued Monday, December 8, 2025.
- / AP requests submitted from November 18 - December 1 will be distributed Monday, December 8, 2025 (no AP will be processed Thanksgiving week).
- / AP requests submitted from December 2, 2025 - January 5, 2026 will be distributed on Monday, January 12, 2026.
- / The last day to submit 2025 AP is Monday, January 12, 2026.

Need assistance with accounts payable?

Email ap@austincf.org.