



PALCO BI-WEEKLY VENDOR SCHEDULE - 2025

WV Personal Options – IDD and TBI Waiver Programs

Service Period		Timesheets Due to Palco By5 PM	Payment Date
MONDAY	SUNDAY	TUESDAY	FRIDAY
Start Date	End Date	Deadline	Paid On
December 9, 2024	December 22, 2024	December 24, 2024	January 3, 2025
December 23, 2024	January 5, 2025	January 7, 2025	January 17, 2025
January 6, 2025	January 19, 2025	January 21, 2025	January 31, 2025
January 20, 2025	February 2, 2025	February 4, 2025	February 14, 2025
February 3, 2025	February 16, 2025	February 18, 2025	February 28, 2025
February 17, 2025	March 2, 2025	March 4, 2025	March 14, 2025
March 3, 2025	March 16, 2025	March 18, 2025	March 28, 2025
March 17, 2025	March 30, 2025	April 1, 2025	April 11, 2025
March 31, 2025	April 13, 2025	April 15, 2025	April 25, 2025
April 14, 2025	April 27, 2025	April 29, 2025	May 9, 2025
April 28, 2025	May 11, 2025	May 13, 2025	May 23, 2025
May 12, 2025	May 25, 2025	May 27, 2025	June 6, 2025
May 26, 2025	June 8, 2025	June 10, 2025	June 20, 2025
June 9, 2025	June 22, 2025	June 24, 2025	July 3, 2025*
June 23, 2025	July 6, 2025	July 8, 2025	July 18, 2025
July 7, 2025	July 20, 2025	July 22, 2025	August 1, 2025
July 21, 2025	August 3, 2025	August 5, 2025	August 15, 2025
August 4, 2025	August 17, 2025	August 19, 2025	August 29, 2025
August 18, 2025	August 31, 2025	September 2, 2025	September 12, 2025
September 1, 2025	September 14, 2025	September 16, 2025	September 26, 2025
September 15, 2025	September 28, 2025	September 30, 2025	October 10, 2025
September 29, 2025	October 12, 2025	October 14, 2025	October 24, 2025
October 13, 2025	October 26, 2025	October 28, 2025	November 7, 2025
October 27, 2025	November 9, 2025	November 11, 2025	November 21, 2025
November 10, 2025	November 23, 2025	November 25, 2025	December 5, 2025
November 24, 2025	December 7, 2025	December 9, 2025	December 19, 2025
December 8, 2025	December 21, 2025	December 23, 2025	January 2, 2026
December 22, 2025	January 4, 2026	January 6, 2026	January 16, 2026

Late time submissions and mistakes may result in late payment!

2025 Bank and/or Palco Office Closures

New Year's Day - Wednesday, January 1*
 Martin Luther King, Jr. Day - Monday, January 20
 President's Day - Monday, February 17
 Memorial Day - Monday, May 26*
 Juneteenth Day- Thursday, June 19
 Independence Day - Friday, July 4*

Labor Day - Monday, September 1*
 Columbus Day - Monday, October 13
 Veterans Day - Tuesday, November 11
 Thanksgiving - Thursday-Friday, November 27-28*
 Christmas - Wednesday-Thursday, December 24-25*

* Palco Office Closures