

September 2011 - August 2012

Dates of Importance to the Business Office

Items are due in the Business Office by 5:00 p.m. on dates due

| Month | <u>Accounts Payable</u> | | | <u>Payroll</u> | | | <u>Procurement Card Transactions</u> | |
|----------------|---|-----------------------------|-----------------------------|---|---|---------------|---|--|
| | Invoices, Travel & Reimb Due to DeeDee/Anna | Board Approval | Checks Issued | Time Reports Due to Tami/Nancy | Payroll Changes Due to Tami/Nancy | Payroll Dated | Statements to P-Card Holders (Cutoff is 20th) Full Credit Limit Renews the 21st | Transaction Summary Due to Susie |
| September 2011 | August 25 September 8 | September 6 September 20 | September 7 September 21 | September 2 | September 9 | September 30 | August 23 | September 8 |
| October 2011 | September 22 October 6 | October 4 October 18 | October 5 October 19 | October 4 | October 10^^ | October 31 | September 22 | October 6 |
| November 2011 | October 20 November 3 | November 1 November 15 | November 2 November 16 | November 2 | November 10 | November 30 | October 24 | November 3 |
| December 2011 | November 17 December 1 | November 29# December 13 | November 30 December 14 | December 2 | December 9 | December 30 | November 22 | December 1 |
| January 2012 | December 22 January 5 | January 3# January 17 | January 4 January 18 | January 3 | January 10 | January 31 | December 22 | January 5 |
| February 2012 | January 26 February 9 | February 7 February 21 | February 8 February 22 | February 2 | February 10 | February 29 | January 24 | February 9 |
| March 2012 | February 23 March 8 | March 6 March 20 | March 7 March 21 | March 2 | March 9 | March 30 | February 22 | March 8 |
| April 2012 | March 22 April 5 | April 3# April 17 | April 4 April 18 | April 3 | April 10 | April 30 | March 22 | April 5 |
| May 2012 | April 19 May 3 | May 1 May 15 | May 2 May 16 | May 2 | May 10 | May 31 | April 24 | May 3 |
| June 2012 | May 24 June 7 | June 5 June 19 | June 6 June 20 | June 4 | June 8 | June 29 | May 22 | June 7 |
| July 2012 | June 21 July 5 | July 3# July 17 | July 3 July 18 | July 3 | July 10 | July 31 | June 22 | July 5 |
| August 2012 | July 26 August 9 | August 7# August 21 | August 8 August 22 | August 2 | August 10 | August 31 | July 23 | August 9 |
| | #Checks issued on Nov 29, Jan 3, Apr 3, Jul 3, Aug 7 will be limited to staff reimbursements, local vendors, and <\$20,000 | | | ^^September 30, 2011 for Health Insurance Changes | | | | |