

## May and June 2008 Calendars of Yr-end Deadlines

<b>MAY 2008</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				1	2	3
4	5	6	7	8	<b>9</b> P.O. Requisitions	10
11	12	13	14	15	16	17
18	19	20	21	22	<b>23</b> Invoices for Standard PO's & Blanket PO's	24
25	<b>26</b> Memorial Day Holiday	27	28	29	30	31

  

<b>JUNE 2008</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
1	2	3	4	5	6	7
8	<b>9</b> Check Requests; Petty Cash; Travel & Other Cash Advances	10	11	12	13	14
15	16	17	<b>18</b> Credit Card Purchases	19	<b>20</b> Budget Entries; Cash Receipts; Charge-backs	21
22	23	24	25	26	27	28
29	30	<b>1</b> July - Noon -- Payroll Info; Time Cards and pay requests				

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