

# January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 New Year's Day Closed	2	3	4	5	6
7	8 Requisitions with correct backup need to be in by 5 pm	9	10 *Invoices & POs Due By Noon to be paid by Friday	11	12 AP checks printed & disbursed	13
14	15 Martian Luther King Jr BDay Closed	16	17	18	19	20
21	22 Requisitions with correct backup need to be in by 5 pm	23	24 *Invoices & POs Due By Noon to be paid by Friday	25	26 AP checks printed & disbursed	27
28	29	30	31			

# February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 *Pay Day	3
4	5 Requisitions with correct backup need to be in by 5 pm	6	7 *Invoices & POs Due By Noon to be paid by Friday	8	9 AP checks printed & disbursed	10
11	12	13	14	15	16 *Pay Day	17
18	19 Requisitions with correct backup need to be in by 5 pm	20	21 *Invoices & POs Due By Noon to be paid by Friday	22	23 AP checks printed & disbursed	24
25	26	27	28			

# March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 *Pay Day	3
4	5 Requisitions with correct backup need to be in by 5 pm	6	7 *Invoices & POs Due By Noon to be paid by Friday	8	9 AP checks printed & disbursed	10
11	12	13	14	15	16 *Pay Day	17
18	19 Requisitions with correct backup need to be in by 5 pm	20	21 *Invoices & POs Due By Noon to be paid by Friday	22	23 AP checks printed & disbursed	24
25	26	27	28	29 *Pay Day	30 Good Friday Closed	31

# April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Requisitions with correct backup need to be in by	3	4 *Invoices & POs Due By Noon to be paid by Friday	5	6 AP checks printed & disbursed	7
8	9	10	11	12	13 *Pay Day	14
15	16 Requisitions with correct backup need to be in by 5 pm	17	18 *Invoices & POs Due By Noon to be paid by Friday	19	20 AP checks printed & disbursed	21
22	23	24	25	26	27 *Pay Day	28
29	30 Requisitions with correct backup need to be in by 5 pm					

# May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 *Invoices & POs Due By Noon to be paid by Friday	3	4 AP checks printed & disbursed	5
6	7	8	9	10	11	12
13	14 Requisitions with correct backup need to be in by 5 pm	15	16 *Invoices & POs Due By Noon to be paid by Friday	17	18 AP checks printed & disbursed	19
20	21	22	23	24	25	26
27	28 Memorial Day Closed	29	30 *Invoices & POs Due By Noon to be paid by Friday	31		

# June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 AP checks printed & disbursed	2
3	4	5	6	7	8	9
10	11 Requisitions with correct backup need to be in by 5 pm	12	13 *Invoices & POs Due By Noon to be paid by Friday	14	15 AP checks printed & disbursed	16
17	18	19	20	21	22	23
24	25 Requisitions with correct backup need to be in by 5 pm	26	27 *Invoices & POs Due By Noon to be paid by Friday	28	29 AP checks printed & disbursed	30

# July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Independence Day Closed	5	6	7
8	9 Requisitions with correct backup need to be in by 5 pm	10	11 *Invoices & POs Due By Noon to be paid by Friday	12	13 AP checks printed & disbursed	14
15	16	17	18	19	20	21
22	23 Requisitions with correct backup need to be in by 5 pm	24	25 *Invoices & POs Due By Noon to be paid by Friday	26	27 AP checks printed & disbursed	28
29	30	31				

# August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 <b>Requisitions with correct backup need to be in by 5 pm</b>	7	8 <b>*Invoices &amp; POs Due By Noon to be paid by Friday</b>	9	10 <b>AP checks printed &amp; disbursed</b>	11
12	13	14	15	16	17	18
19	20 <b>Requisitions with correct backup need to be in by 5 pm</b>	21	22 <b>*Invoices &amp; POs Due By Noon to be paid by Friday</b>	23	24 <b>AP checks printed &amp; disbursed</b>	25
26	27	28	29	30	31	



# September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <b>Labor Day Closed</b>	4 <b>Requisitions with correct backup need to be in by Noon</b>	5 <b>*Invoices &amp; POs Due By Noon to be paid by Friday</b>	6	7 <b>AP checks printed &amp; disbursed</b>	8
9	10	11	12	13	14	15
16	17 <b>Requisitions with correct backup need to be in by 5 pm</b>	18	19 <b>*Invoices &amp; POs Due By Noon to be paid by Friday</b>	20	21 <b>AP checks printed &amp; disbursed</b>	22
23	24	25	26	27	28	29
30						

# October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Requisitions with correct backup need to be in by 5 pm	2	3 *Invoices & POs Due By Noon to be paid by Friday	4	5 AP checks printed & disbursed	6
7	8	9	10	11	12	13
14	15 Requisitions with correct backup need to be in by 5 pm	16	17 *Invoices & POs Due By Noon to be paid by Friday	18	19 AP checks printed & disbursed	20
21	22	23	24	25	26	27
28	29 Requisitions with correct backup need to be in by 5 pm	30	31 *Invoices & POs Due By Noon to be paid by Friday			

# November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 AP checks printed & disbursed	3
4	5	6	7	8	9	10
11	12 Veteran's Day Closed	13 Requisitions with correct backup need to be in by noon	14 *Invoices & POs Due By Noon to be paid by Friday	15	16 AP checks printed & disbursed	17
18	19	20	21	22 Thanksgiving Closed	23 Thanksgiving Closed	24
25	26 Requisitions with correct backup need to be in by 5 pm	27	28 *Invoices & POs Due By Noon to be paid by Friday	29	30 AP checks printed & disbursed	

# December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 Requisitions with correct backup need to be in by 5 pm	11	12 *Invoices & POs Due By Noon to be paid by Friday	13	14 AP checks printed & disbursed	15
16	17	18	19	20	21	22
23	24 Christmas Closed	25 Christmas Closed	26 Christmas Closed	27 *Requisitions with correct backup need to be in by 10 am *Invoices & POs due by 1pm	28 AP checks printed & disbursed	29
30	31					