

**INVOICES/EXPENSE REPORTS DUE AND PAY DATES
2009-2010**

INVOICES & EXPENSE REPORTS DUE TO A/P	DAY OF WEEK		CHECK DATE	DAY OF WEEK
July 2, 2009	THURSDAY		July 10, 2009	FRIDAY
July 17, 2009	THURSDAY		July 24, 2009	FRIDAY
July 31, 2009	THURSDAY		August 7, 2009	FRIDAY
August 14, 2009	THURSDAY		August 21, 2009	FRIDAY
August 28, 2009	FRIDAY		September 4, 2009	FRIDAY
September 11, 2009	FRIDAY		September 18, 2009	FRIDAY
September 25, 2009	FRIDAY		October 2, 2009	FRIDAY
October 9, 2009	FRIDAY		October 16, 2009	FRIDAY
October 23, 2009	FRIDAY		October 30, 2009	FRIDAY
November 6, 2009	FRIDAY		November 13, 2009	FRIDAY
November 18, 2009	WEDNESDAY		November 25, 2009	WEDNESDAY
December 4, 2009	FRIDAY		December 11, 2009	FRIDAY
December 16, 2009	WEDNESDAY		December 23, 2009	WEDNESDAY
December 30, 2009	WEDNESDAY		January 8, 2010	FRIDAY
January 15, 2010	FRIDAY		January 22, 2010	FRIDAY
January 29, 2010	FRIDAY		February 5, 2010	FRIDAY
February 12, 2010	FRIDAY		February 19, 2010	FRIDAY
February 26, 2010	FRIDAY		March 5, 2010	FRIDAY
March 12, 2010	FRIDAY		March 19, 2010	FRIDAY
March 26, 2010	FRIDAY		April 1, 2010	THURSDAY
April 9, 2010	FRIDAY		April 16, 2010	FRIDAY
April 23, 2010	FRIDAY		April 30, 2010	FRIDAY
May 7, 2010	FRIDAY		May 14, 2010	FRIDAY
May 21, 2010	FRIDAY		May 28, 2010	FRIDAY
June 4, 2010	FRIDAY		June 11, 2010	FRIDAY
June 18, 2010	FRIDAY		June 25, 2010	FRIDAY
July 2, 2010	FRIDAY		July 9, 2010	FRIDAY
July 15, 2010	THURSDAY		July 23, 2010	FRIDAY

Months of Travel/Receipts:		Expense Reports Due to A/P:
July, August, September 2009		October 30, 2009
October, November, December 2009		January 30, 2010
January, February, March 2010		April 30, 2010
April, May, June 2010		July 30, 2010