

**INVOICES/EXPENSE REPORTS DUE AND CHECK DATES  
2010-2011**

<b>INVOICES &amp; EXPENSE REPORTS DUE TO A/P</b>	<b>DAY OF WEEK</b>		<b>CHECK DATE</b>	<b>DAY OF WEEK</b>
July 1, 2010	<b>THURSDAY</b>		July 9, 2010	FRIDAY
July 15, 2010	<b>THURSDAY</b>		July 23, 2010	FRIDAY
July 29, 2010	<b>THURSDAY</b>		August 6, 2010	FRIDAY
August 12, 2010	<b>THURSDAY</b>		August 20, 2010	FRIDAY
August 27, 2010	FRIDAY		September 3, 2010	FRIDAY
September 10, 2010	FRIDAY		September 17, 2010	FRIDAY
September 24, 2010	FRIDAY		October 1, 2010	FRIDAY
October 8, 2010	FRIDAY		October 15, 2010	FRIDAY
October 22, 2010	FRIDAY		October 29, 2010	FRIDAY
November 5, 2010	FRIDAY		November 12, 2010	FRIDAY
November 17, 2010	<b>WEDNESDAY</b>		November 24, 2010	<b>WEDNESDAY</b>
December 3, 2010	FRIDAY		December 10, 2010	FRIDAY
December 15, 2010	<b>WEDNESDAY</b>		December 22, 2010	<b>WEDNESDAY</b>
December 29, 2010	<b>WEDNESDAY</b>		January 7, 2011	FRIDAY
January 14, 2011	FRIDAY		January 21, 2011	FRIDAY
January 28, 2011	FRIDAY		February 4, 2011	FRIDAY
February 11, 2011	FRIDAY		February 18, 2011	FRIDAY
February 25, 2011	FRIDAY		March 4, 2011	FRIDAY
March 11, 2011	FRIDAY		March 18, 2011	FRIDAY
March 25, 2011	FRIDAY		April 1, 2011	FRIDAY
April 8, 2011	FRIDAY		April 15, 2011	FRIDAY
April 21, 2011	<b>THURSDAY</b>		April 29, 2011	FRIDAY
May 6, 2011	FRIDAY		May 13, 2011	FRIDAY
May 20, 2011	FRIDAY		May 27, 2011	FRIDAY
June 3, 2011	FRIDAY		June 10, 2011	FRIDAY
June 17, 2011	FRIDAY		June 24, 2011	FRIDAY
July 1, 2011	<b>FRIDAY</b>		July 8, 2011	<b>FRIDAY</b>
July 14, 2011	<b>THURSDAY</b>		July 22, 2011	FRIDAY

<b>Months of Travel/Receipts:</b>		<b>Expense Reports Due to A/P:</b>
July, August, September 2010		October 29, 2010
October, November, December 2010		January 31, 2011
January, February, March 2011		April 29, 2011
April, May, June 2011		July 15, 2011