

**INVOICES/EXPENSE REPORTS DUE AND CHECK DATES
2011-2012**

INVOICES & EXPENSE REPORTS DUE TO A/P	DAY OF WEEK		CHECK DATE	DAY OF WEEK
July 14, 2011	THURSDAY		July 22, 2011	FRIDAY
July 28, 2011	THURSDAY		August 5, 2011	FRIDAY
August 11, 2011	THURSDAY		August 19, 2011	FRIDAY
August 26, 2011	FRIDAY		September 2, 2011	FRIDAY
September 9, 2011	FRIDAY		September 16, 2011	FRIDAY
September 23, 2011	FRIDAY		September 30, 2011	FRIDAY
October 7, 2011	FRIDAY		October 14, 2011	FRIDAY
October 21, 2011	FRIDAY		October 28, 2011	FRIDAY
November 4, 2011	FRIDAY		November 10, 2011	THURSDAY
November 16, 2011	WEDNESDAY		November 23, 2011	WEDNESDAY
December 2, 2011	FRIDAY		December 9, 2011	FRIDAY
December 15, 2011	THURSDAY		December 22, 2011	THURSDAY
December 29, 2011	THURSDAY		January 6, 2012	FRIDAY
January 13, 2012	FRIDAY		January 20, 2012	FRIDAY
January 27, 2012	FRIDAY		February 3, 2012	FRIDAY
February 10, 2012	FRIDAY		February 17, 2012	FRIDAY
February 24, 2012	FRIDAY		March 2, 2012	FRIDAY
March 9, 2012	FRIDAY		March 16, 2012	FRIDAY
March 23, 2012	FRIDAY		March 30, 2012	FRIDAY
April 5, 2012	THURSDAY		April 13, 2012	FRIDAY
April 20, 2012	FRIDAY		April 27, 2012	FRIDAY
May 4, 2012	FRIDAY		May 11, 2012	FRIDAY
May 18, 2012	FRIDAY		May 25, 2012	FRIDAY
June 1, 2012	FRIDAY		June 8, 2012	FRIDAY
June 15, 2012	FRIDAY		June 22, 2012	FRIDAY
June 29, 2012	FRIDAY		July 6, 2012	FRIDAY
July 12, 2012	THURSDAY		July 20, 2012	FRIDAY

Months of Travel/Receipts:		Expense Reports Due to A/P:
July, August, September 2011		October 28, 2011
October, November, December 2011		January 31, 2012
January, February, March 2012		April 27, 2012
April, May, June 2012		July 12, 2012