

JANUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 New Year's Day HOLIDAY	2	3	4	5	6
7	8	9	PAYROLL 10 Vendor Check Printing – 9:00	11	12	13
14	15 M L King Day HOLIDAY	16	17 Vendor Check Printing – 9:00	18	19	20
21	22	23	PAYROLL 24 Vendor Check Printing – 9:00	25	26	27
28	29	30	31 Vendor Check Printing – 9:00			

Invoices must be received 2 business days prior to Vendor Check Run

FEBRUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Fiscal Year End is March 31 st . Please review March for important dates.			1	2	3
4	5	6	PAYROLL 7	8	9	10
			Vendor Check Printing – 9:00			
11	12	13	14	15	16	17
	Lincoln's Birthday		Valentine's Day Vendor Check Printing – 9:00			
18	19	20	PAYROLL 21	22	23	24
	Presidents' Day HOLIDAY		Vendor Check Printing – 9:00			
25	26	27	28	29		
				Vendor Check Printing – 9:00		

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MARCH 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	PAYROLL 6 Vendor Check Printing – 9:00	7	8	9
10	11	12	13 Vendor Check Printing – 9:00	14	15	16
17	18	19 Last Day for invoices posting to F&A	PAYROLL 20 Vendor Check Printing – 9:00	21	22	23
24	25	26	27	28 Vendor Check Printing – 9:00	29 Good Friday	30
31 Easter Sunday						

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APRIL 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	PAYROLL 3	4	5	6
			Vendor Check Printing – 9:00			
7	8	9	10	11	12	13
			Vendor Check Printing – 9:00			
14	15	16	PAYROLL 17	18	19	20
			Vendor Check Printing – 9:00			
21	22	23	24	25	26	27
			Vendor Check Printing – 9:00			
28	29	30				
		Vendor Check Printing – 9:00				

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MAY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			PAYROLL 1	2	3	4
5	6	7	8 Vendor Check Printing – 9:00	9	10	11
12 Mother's Day	13	14	PAYROLL 15 Vendor Check Printing – 9:00	16	17	18
19	20	21	22 Vendor Check Printing – 9:00	23	24	25
26	27 Memorial Day	28	PAYROLL 29	30	31 Vendor Check Printing – 9:00	

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JUNE 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Vendor Check Printing – 9:00	6	7	8
9	10	11	12 PAYROLL 15 Vendor Check Printing – 9:00	13	14	15
16 Father's Day	17	18	19 Juneteenth	20 Vendor Check Printing – 9:00	21	22
23	24	25	26 PAYROLL	27	28 Vendor Check Printing – 9:00	29
30						

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JULY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Vendor Check Printing – 9:00	4 Independence Day	5	6
7	8	9	10 PAYROLL Vendor Check Printing – 9:00	11	12	13
14	15	16	17 Vendor Check Printing – 9:00	18	19	20
21	22	23	24 PAYROLL Vendor Check Printing – 9:00	25	26	27
28	29	30	31 Vendor Check Printing – 9:00			

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AUGUST 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	PAYROLL 7 Vendor Check Printing – 9:00	8	9	10
11	12	13	14 Vendor Check Printing – 9:00	15	16	17
18	19	20	PAYROLL 21 Vendor Check Printing – 9:00	22	23	24
25	26	27	28	29	30 Vendor Check Printing – 9:00	31

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SEPTEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day	3	PAYROLL 4 Vendor Check Printing – 9:00	5	6	7
8	9	10	11 Vendor Check Printing – 9:00	12	13	14
15	16	17	PAYROLL 18 Vendor Check Printing – 9:00	19	20	21
22	23	24	25 Vendor Check Printing – 9:00	26	27	28
29	30 Vendor Check Printing – 9:00					

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OCTOBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	PAYROLL 2	3	4	5
			Vendor Check Printing – 9:00			
6	7	8	9	10	11	12
			Vendor Check Printing – 9:00			
13	14	15	PAYROLL 16	17	18	19
	Columbus Day		Vendor Check Printing – 9:00			
20	21	22	23	24	25	26
			Vendor Check Printing – 9:00			
27	28	29	PAYROLL 30	31		
				Halloween Vendor Check Printing – 9:00		

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NOVEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
		Election Day	Vendor Check Printing – 9:00			
10	11	12	PAYROLL 13	14	15	16
	Veterans Day		Vendor Check Printing – 9:00			
17	18	19	20	21	22	23
			Vendor Check Printing – 9:00			
24	25	26	PAYROLL 27	28	29	30
			Vendor Check Printing – 9:00	Thanksgiving Day		

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DECEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Vendor Check Printing – 9:00	5	6	7
8	9	10	11 PAYROLL Vendor Check Printing – 9:00	12	13	14
15	16	17	18 Vendor Check Printing – 9:00	19	20	21
22	23	24	25 PAYROLL Christmas	26 Vendor Check Printing – 9:00	27	28
29	30	31 Vendor Check Printing – 9:00				

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