

# January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's day	2 <b>Holiday</b>	3 Invoice Receipt Deadline - Noon System up by noon	4 Payroll Invoice Entry Closed - 3:00	5 Vendor Check Printing - 9:00	6	7
8	9 Invoice Receipt Deadline - Noon	10 Invoice Entry Closed - 3:00	11 Vendor Check Printing - 9:00	12	13 Invoice Receipt Deadline - Noon	14
15	16 <b>Holiday</b> M L King Day	17 Invoice Entry Closed - 3:00	18 Payroll Vendor Check Printing - 9:00	19	20	21
22	23 Invoice Receipt Deadline - Noon	24 Invoice Entry Closed - 3:00	25 Vendor Check Printing - 9:00	26 Invoice Receipt Deadline - Noon	27 Invoice Entry Closed - 3:00	28
29	30 Vendor Check Printing - 9:00	31				

# February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Payroll Invoice Receipt Deadline - Noon System up by noon	<b>2</b> Invoice Entry Closed - 3:00	<b>3</b> Vendor Check Printing - 9:00	4
5	<b>6</b> Invoice Receipt Deadline - Noon	<b>7</b> Invoice Entry Closed - 3:00	<b>8</b> Vendor Check Printing - 9:00	9	10	11
12 Holiday*	<b>13</b> Invoice Receipt Deadline - Noon	<b>14</b> Invoice Entry Closed - 3:00 Valentine's Day	<b>15</b> Payroll Vendor Check Printing - 9:00	16	<b>17</b> Invoice Receipt Deadline - Noon	18
19	<b>20</b> Holiday Presidents' Day	<b>21</b> Invoice Entry Closed - 3:00	<b>22</b> Vendor Check Printing - 9:00	<b>23</b> Invoice Receipt Deadline - Noon	<b>24</b> Invoice Entry Closed - 3:00	25
26	<b>27</b> Vendor Check Printing - 9:00	28				

# March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Payroll Invoice Receipt Deadline - Noon System up by noon	<b>2</b> Invoice Entry Closed - 3:00	<b>3</b> Vendor Check Printing - 9:00	4
5	<b>6</b> Invoice Receipt Deadline - Noon	<b>7</b> Invoice Entry Closed - 3:00	<b>8</b> Vendor Check Printing - 9:00	9	10	11
12	<b>13</b> Invoice Receipt Deadline - Noon	<b>14</b> Invoice Entry Closed - 3:00	<b>15</b> Payroll Vendor Check Printing - 9:00	16	17	18
19	<b>20</b> Invoice Receipt Deadline - Noon	<b>21</b> Invoice Entry Closed - 3:00	<b>22</b> Vendor Check Printing - 9:00	<b>23</b> Indirect Invoices Deadline - Noon	24	25
26	27	<b>28</b> Invoice Receipt Deadline - Noon	<b>29</b> Payroll Invoice Entry Closed - 3:00	<b>30</b> Vendor Check Printing - 9:00	31	

# April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	<b>3</b> Invoice Receipt Deadline - Noon System up by noon	<b>4</b> Invoice Entry Closed - 3:00	<b>5</b> Vendor Check Printing - 9:00	6	7	8
9	<b>10</b> Invoice Receipt Deadline - Noon	<b>11</b> Invoice Entry Closed - 3:00	<b>12</b> Payroll Vendor Check Printing - 9:00	13	14 Good Friday	15
16 Easter Sunday	<b>17</b> Invoice Receipt Deadline - Noon	<b>18</b> Invoice Entry Closed - 3:00	<b>19</b> Vendor Check Printing - 9:00	20	21	22
23	24	<b>25</b> Invoice Receipt Deadline - Noon	<b>26</b> Payroll Invoice Entry Closed - 3:00	<b>27</b> Vendor Check Printing - 9:00	28	29
30						

# May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Invoice Receipt Deadline - Noon System up by noon	<b>2</b> Invoice Entry Closed - 3:00	<b>3</b> Vendor Check Printing - 9:00	4	5	6
7	<b>8</b> Invoice Receipt Deadline - Noon	<b>9</b> Invoice Entry Closed - 3:00	<b>10</b> Payroll Vendor Check Printing - 9:00	11	12	13
14 Mother's Day	<b>15</b> Invoice Receipt Deadline - Noon	<b>16</b> Invoice Entry Closed - 3:00	<b>17</b> Vendor Check Printing - 9:00	18	19	20
21	<b>22</b> Invoice Receipt Deadline - Noon	<b>23</b> Invoice Entry Closed - 3:00	<b>24</b> Payroll Vendor Check Printing - 9:00	<b>25</b> Invoice Receipt Deadline - Noon	<b>26</b> Invoice Entry Closed - 3:00	27
28	<b>29</b> Holiday Memorial Day	<b>30</b> Vendor Check Printing - 9:00	31			

# June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 System up by noon	2	3
4	5 Invoice Receipt Deadline - Noon	6 Invoice Entry Closed - 3:00	7 Payroll Vendor Check Printing - 9:00	8	9	10
11	12 Invoice Receipt Deadline - Noon	13 Invoice Entry Closed - 3:00	14 Vendor Check Printing - 9:00	15	16	17
18 Father's Day	19 Invoice Receipt Deadline - Noon	20 Invoice Entry Closed - 3:00	21 Payroll Vendor Check Printing - 9:00	22	23	24
25	26	27 Invoice Receipt Deadline - Noon	28 Invoice Entry Closed - 3:00	29 Vendor Check Printing - 9:00	30 Invoice Receipt Deadline - Noon	

# July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	<b>3</b> Invoice Entry Closed - 3:00 System up by noon	<b>4 Holiday</b>  Independence Day	<b>5 Payroll</b> Vendor Check Printing - 9:00	6	7	8
9	<b>10</b> Invoice Receipt Deadline - Noon	<b>11</b> Invoice Entry Closed - 3:00	<b>12</b> Vendor Check Printing - 9:00	13	14	15
16	<b>17</b> Invoice Receipt Deadline - Noon	<b>18</b> Invoice Entry Closed - 3:00	<b>19 Payroll</b> Vendor Check Printing - 9:00	20	21	22
23	24	25	<b>26</b> Invoice Receipt Deadline - Noon	<b>27</b> Invoice Entry Closed - 3:00	<b>28</b> Vendor Check Printing - 9:00	29
30	31					

# August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Invoice Receipt Deadline - Noon System up by noon	<b>2</b> Payroll Invoice Entry Closed - 3:00	<b>3</b> Vendor Check Printing - 9:00	4	5
6	<b>7</b> Invoice Receipt Deadline - Noon	<b>8</b> Invoice Entry Closed - 3:00	<b>9</b> Vendor Check Printing - 9:00	10	11	12
13	<b>14</b> Invoice Receipt Deadline - Noon	<b>15</b> Invoice Entry Closed - 3:00	<b>16</b> Payroll Vendor Check Printing - 9:00	17	18	19
20	<b>21</b> Invoice Receipt Deadline - Noon	<b>22</b> Invoice Entry Closed - 3:00	<b>23</b> Vendor Check Printing - 9:00	24	25	26
27	<b>28</b> Invoice Receipt Deadline - Noon	<b>29</b> Invoice Entry Closed - 3:00	<b>30</b> Payroll Vendor Check Printing - 9:00	31		



# September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> Invoice Receipt Deadline - Noon System up by noon	2
3	<b>4 Holiday</b>  Labor Day	<b>5</b> Invoice Entry Closed - 3:00	<b>6</b> Vendor Check Printing - 9:00	7	8	9
10	<b>11</b> Invoice Receipt Deadline - Noon	<b>12</b> Invoice Entry Closed - 3:00	<b>13</b> Payroll Vendor Check Printing - 9:00	14	15	16
17	<b>18</b> Invoice Receipt Deadline - Noon	<b>19</b> Invoice Entry Closed - 3:00	<b>20</b> Vendor Check Printing - 9:00	21	22	23
24	25	<b>26</b> Invoice Receipt Deadline - Noon	<b>27</b> Payroll Invoice Entry Closed - 3:00	<b>28</b> Vendor Check Printing - 9:00	29	30

# October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<b>2</b> Invoice Receipt Deadline - Noon System up by noon	<b>3</b> Invoice Entry Closed - 3:00	<b>4</b> Vendor Check Printing - 9:00	5	<b>6</b> Invoice Receipt Deadline - Noon	7
8	<b>9 Holiday</b>  Columbus Day	<b>10</b> Invoice Entry Closed - 3:00	<b>11 Payroll</b> Vendor Check Printing - 9:00	12	13	14
15	<b>16</b> Invoice Receipt Deadline - Noon	<b>17</b> Invoice Entry Closed - 3:00	<b>18</b> Vendor Check Printing - 9:00	19	20	21
22	<b>23</b> Invoice Receipt Deadline - Noon	<b>24</b> Invoice Entry Closed - 3:00	<b>25 Payroll</b> Vendor Check Printing - 9:00	<b>26</b> Invoice Receipt Deadline - Noon	<b>27</b> Invoice Entry Closed - 3:00	28
29	<b>30</b> Vendor Check Printing - 9:00	<b>31</b>  Halloween				

# November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> System up by noon	2	3	4
5	<b>6</b> Invoice Receipt Deadline - Noon	<b>7 Holiday*</b> Invoice Entry Closed - 3:00	<b>8 Payroll</b> Vendor Check Printing - 9:00	9	10	11 <b>Holiday</b> Veterans Day
12	<b>13</b> Invoice Receipt Deadline - Noon	<b>14</b> Invoice Entry Closed - 3:00	<b>15</b> Vendor Check Printing - 9:00	16	17	18
19	<b>20</b> Invoice Receipt Deadline - Noon	<b>21</b> Invoice Entry Closed - 3:00	<b>22 Payroll</b> Vendor Check Printing - 9:00	<b>23 Holiday</b> Thanksgiving Day	24	25
26	<b>27</b> Invoice Receipt Deadline - Noon	<b>28</b> Invoice Entry Closed - 3:00	<b>29</b> Vendor Check Printing - 9:00	30		

# December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> System up by noon	2
3	<b>4</b> Invoice Receipt Deadline - Noon	<b>5</b> Invoice Entry Closed - 3:00	<b>6</b> Payroll Vendor Check Printing - 9:00	7	8	9
10	<b>11</b> Invoice Receipt Deadline - Noon	<b>12</b> Invoice Entry Closed - 3:00	<b>13</b> Vendor Check Printing - 9:00	14	15	16
17	<b>18</b> Invoice Receipt Deadline - Noon	<b>19</b> Invoice Entry Closed - 3:00	<b>20</b> Payroll Vendor Check Printing - 9:00	21	22	23
24	<b>25 Holiday</b> Christmas	<b>26</b> Invoice Receipt Deadline - Noon	<b>27</b> Invoice Entry Closed - 3:00	<b>28</b> Vendor Check Printing - 9:00	29	30
31						