

July 2009

July 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Holiday	4 Independence Day
5	6	7 P-Card adjustments must be complete by the departments Approved AmEx statement due in A/P	8 Close P-Card File	9	10 P-Card Statements due to Procurement	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Download P-Card file for June '09 (06/23/09-07/22/09) Download AmEx file	28	29	30 Last day to enter invoices into CMS for July 2009	31	

August 2009

August 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Approved AmEx statement due in A/P	5)	6 P-Card adjustments must be complete by the departments	7 Close P-Card File	8
9	10	11 P-Card Statements due to Procurement	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Download P-Card file for July '09 (07/23/09-08/22/09)	27 Download AmEx file	28 Last day to enter invoices into CMS for August 2009	29
30	31					

September 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 P-Card adjustments must be completed by the departments Approved AmEx statement due in A/P	5
6	7 Holiday-Labor Day	8 Close P-Card File	9	10 P-Card Statements due to Procurement	11	12
13	14 A/P Class (10am-12)	15	16	17	18	19
20	21 A/P Class (10am-12)	22	23	24	25 Download P-Card file for August '09 (08/23/09-09/22/09)	26
7	28 Download AmEx file A/P Class (10am-12)	29 Last day to enter invoices into CMS for September 2009	30			

October 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 P-Card adjustments must be completed by the departments Approved AmEx statement due in A/P	7 Close P-Card file	8	9 P-Card Statements due to Procurement	10
11	12 Columbus day- campus open A/P Class (10am-12)	13	14	15	16	17
18	19 A/P Class (10am-12)	20	21	22	23	24
25	26 A/P Class (10am-12)	27 Download P-Card file for September '09 (09/23/09-10/22/09) Download AmEx file	28	29 Last day to enter invoices into CMS for October 2009	30	31 Halloween

November 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Daylights Savings Ends	2 A/P Class (10am-12)	3	4 Approved AmEx statement due in A/P	5 P-Card adjustments must be completed by the departments	6 Close P-Card File	7
8	9 A/P Class (10am-12)	10	11 Holiday-Veteran's Day	12 P-Card Statements due to Procurement	13	14
15	16 A/P Class (10am-12)	17	18	19	20	21
22	23	24	25 Download P-Card file for October '09 (10/23/09-11/22/09) Last day to enter invoices into CMS for November 2009	26 Holiday-Thanksgiving Day	27	28
29	30 Download AmEx file Payday on 12/01/09					

December 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 Approved AmEx statement due in A/P A/P Class (10am-12)	8 P-Card adjustments must be completed by the departments	9 Close P-Card file	10	11 P-Card Statements due to Procurement	12
13	14 A/P Class (10am-12)	15 A/P Class (10am-12)	16	17	18	19
20	21	22	23 Last day to enter invoices into CMS for December 2009	24	25 Holiday-Christmas Day	26
27	28 Holiday	29 Holiday	30 Holiday	31 Holiday Payday		

January 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Holiday	2
3	4 Download P-Card file for November 2009 (11/23/09-12/22/09) Download AmEx file	5	6	7	8 Approved AmEx statement due in A/P	9
10	11 P-Card adjustments must be completed by the departments	12	13	14 P-Card Statements due to Procurement	15	16
17	18 Holiday-Martin Luther King Jr. Day	19	20	21	22	23
24	25 Download P-Card file for December 2009 (12/23/09-01/22/10)	26	27 Download AmEx file	28	29	30
1						

February 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 P-Card adjustments must be completed by the departments Approved AmEx statement due in A/P	5 Close P-Card File	6
7	8	9 P-Card Statements due to Procurement	10	11	12	13
14 Valentine's Day	15 Presidents Day- campus open	16	17	18	19	20
21	22	23	24	25 Download P-Card file for January 2010 (01/23/10-02/22/10)	26	27
28						

March 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Download AmEx file	2	3	4 P-Card adjustments must be completed by the departments	5 Close P-Card File	6
7	8 Approved AmEx statement due in A/P A/P Class (10am-12)	9 P-Card Statements due to Procurement	10	11	12	13
14 Daylight Savings begins	15 A/P Class (10am-12)	16	17 St Patrick's Day	18	19	20
21	22 A/P Class (10am-12)	23	24	25 Download P-Card file for February 2010 (02/23/10-03/22/10)	26	27
28	29 Download AmEx file	30	31 Holiday-Cesar Chavez Day			

April 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 Easter Sunday	5	6 P-Card adjustments must be completed by the departments Approved AmEx statement due in A/P	7 Close P-Card File	8	9 P-Card Statements due to Procurement	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Download P-Card file for March 2010 (03/23/10-04/22/10)	27 Download AmEx file	28	29	30	

May 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 A/P Class (10am-12)	4	5 Approved AmEx statement due in A/P	6 P-Card adjustments must be completed by the departments	7 Close P-Card File	8
9 Mother's Day	10 A/P Class (10am-12)	11 P-Card Statements due to Procurement	12	13	14	15
16	17 A/P Class (10am-12)	18	19	20	21	22
23	24	25	26 Download P-Card file for April 2010 (04/23/10-05/22/10)	27 Download AmEx file	28	29
30	31 Holiday-Memorial Day	Please note: Procurement card transactions posted by the merchant after May 22, 2010 will be posted in the 10/11 fiscal year.				

June 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 P-Card adjustments must be completed by the departments	5
6	7 Close P-Card File Approved AmEx statement due in A/P	8	9 P-Card Statements due to Procurement	10	11	12
13	14	15	16	17	18	19
20 Father's Day	21	22	23	24	25 Download P-Card file for May 2010 (05/23/10-06/22/10)	26
27	28 Download AmEx file	29	30	Please note: Procurement card transactions posted by the merchant after May 22, 2010 will be posted in the 10/11 fiscal year.		

July 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 Independence Day	5	6 P-Card adjustments must be completed by the departments Approved AmEx statement due in A/P	7 Close P-Card File	8	9 P-Card Statements due to Procurement	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Download P-Card file for June 2010 (06/23/10-07/22/10)	27 Download AmEx file	28	29	30	31