

# July 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> floor.		1	2	3 Approved Am-Ex statements due in A/P	4 Independence day-Holiday	5
6	7 A/P Class-A/P Basics P-card adjustments must be completed by the departments	8 Close P-Card file	9	10 P-Card statements due	11	12
13	14 A/P Class- A/P Navigation	15	16	17	18	19
20	21 A/P Class-A/P Programs(Travel & Pro-card)	22	23	24	25 Download P-Card File for June '08 (06/23/08-7/22/08)	26
27	28 Download Am-Ex file for June '08	29	30 Last day to enter invoices into CMS for July '08	31 Month end close for A/P		

# August 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> fl.					1	2
3	4 A/P class-A/P Basics Approved Am-Ex statements due in A/P	5	6 P-card adjustments must be completed by the departments	7 Close P-Card file	8	9
10	11 A/P Class- A/P Navigation  P-Card statements due	12	13	14	15	16
17	18 A/P Class-A/P Programs(Travel & Pro-card)	19	20	21	22	23
24	25	26 Download P-Card File for July '08 (07/23/08-8/22/08)	27 Download Am-Ex file for July '08	28 Last day to enter invoices into CMS for August '08	29 Month end close for A/P	30
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# September 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> floor.	1 <b>Labor Day-Holiday</b>	2 <b>First day of instruction</b>	3	4 Approved Am-Ex statements due in A/P	5 <b>P-card adjustments must be completed by the departments</b>	6
7	8 A/P class-A/P Basics <b>Close P-Card file</b>	9	10 <b>P-card statements due</b>	11	12	13
14	15 A/P Class- A/P Navigation	16	17	18	19	20
21	22 A/P Class-A/P Programs(Travel & Pro-card)	23	24	25 <b>Download P-Card File for Aug '08 (08/23/08-9/22/08)</b>	26 <b>Download Am EX file for August '08</b>	27
28	29 Last day to enter invoices into CMS for September '08	30 Month end close for A/P				

# October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> floor.			1	2	3 Approved Am-Ex statements due in A/P	4
5	6 A/P Class-A/P Basics P-card adjustments must be completed by the departments	7 Close P-Card file	8	9 P-card statements due	10	11
12	13 Columbus Day-campus open  A/P Class- A/P Navigation	14	15	16	17	18
19	20 A/P Class-A/P Programs(Travel & Pro-card)	21	22	23	24	25
26	27 Download P-card file for Sept '08 (09/23/08-10/22/08)	28 Download Am EX file for Sept '08	29	30 Last day to enter invoices into CMS for October '08	31 Halloween Month end close for A/P	

# November 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> fl.						1
2 Daylight saving time ends	3	4 Approved Am-Ex statements due in A/P	5	6 P-card adjustments must be completed by the department	7 Close P-card file	8
9	10 A/P Class-A/P Basics	11 Veterans Day-Holiday	12 P-card statements due	13	14	15
16	17 A/P Class- A/P Navigation	18	19	20	21	22
23	24 A/P Class-A/P Programs(Travel & Pro-card)	25 Download P-card file for Oct '08 (10/23/08-11/22/08)  Last day to enter invoices into CMS for November '08	26 Download Am EX file for Oct '08  Month end close for A/P	27 Thanksgiving Day-Holiday	28 Holiday	29
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# December 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> floor.	1	2	3	4 P-card adjustments must be completed by the departments	5 Close P-card file Approved Am-Ex statements due in A/P	6
7	8 A/P Class-A/P Basics	9 P-card statements due	10	11	12	13
14	15 A/P Class- A/P Navigation	16	17	18	19	20
21	22 A/P Class-A/P Programs(Travel & Pro-card) Last day to enter invoices into CMS for December 2008	23 Month end close for A/P	24	25 Christmas-Holiday	26 Holiday	27
28	29 Holiday	30 Holiday	31 Holiday			

# January 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> floor.				1 New Year's Day-Holiday	2 Download P-card file for Nov. '08 (11/23/08-12/22/08)  Download Am EX file for Nov '08	3
4	5 A/P Class-A/P Basics	6	7	8  Approved Am-Ex statements due in A/P	9  P-card adjustments must be completed by the departments	10
11	12 A/P Class- A/P Navigation  Close P-card file	13	14  P-card statements due	15	16	17
18	19  Dr. Martin Luther King, Jr. Day-Holiday	20 A/P Class-A/P Programs(Travel & Pro-card	21	22	23	24
25	26 Download P-Card File for Dec '08 (12/23/08-01/22/09) First day of instruction	27  Download Am EX file for Dec '08	28	29  Last day to enter invoices into CMS for January '09	30  Month end close for A/P	31

# February 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> floor.						
1	2 A/P Class-A/P Basics	3 Approved Am-Ex statements due in A/P	4	5 P-card adjustments must be completed by the departments	6 Close P-Card file	7
8	9 A/P Class- A/P Navigation	10 P-Card statements due	11	12 Lincoln's Birthday-campus open	13	14 Valentines day
15	16 A/P Class-A/P Programs(Travel & Pro-card President's Day-campus open	17	18	19	20	21
22	23	24	25 Download P-Card File for Jan '09 (01/23/09-02/22/09)	26 Last day to enter invoices into CMS for February '09	27 Download Am EX file for Jan '09 Month end close for A/P	28

# March 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Approved Am-Ex statements due in A/P	5 P-card adjustments must be completed by the departments	6 Close P-Card file	7
8 Daylight saving time begins	9 A/P Class-A/P Basics	10 P-Card statements due	11	12	13	14
15	16 A/P Class- A/P Navigation	17 St. Patrick's Day	18	19	20	21
22	23 A/P Class-A/P Programs(Travel & Pro-card	24	25 Download P-Card File for Feb'09 (02/23/09-03/22/09)	26	27 Download Am EX file for Feb '09  Last day to enter invoices into CMS for March '09	28
29	30 Month end close for A/P	31 Cesar Chavez Day-Holiday	A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> floor.			

# April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> floor.			1	2	3 Approved Am-Ex statements due in A/P	4
5	6 A/P Class-A/P Basics P-card adjustments must be completed by the departments	7 Close P-Card file	8	9 P-Card statements due	10	11
12 Easter	13 A/P Class- A/P Navigation	14	15	16	17	18
19	20 A/P Class-A/P Programs(Travel & Pro-card	21	22	23	24	25
26	27 Download P-Card File for March '09 (03/23/09-04/22/09)	28 Download Am EX file for March '09	29 Last day to enter invoices into CMS for April '09	30 Month end close for A/P		

# May 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A/P Classes are in the ARC Building in Room 3013 on the 3 <sup>rd</sup> floor.					1	2
3	4 A/P Class-A/P Basics	5 Approved Am-Ex statements due in A/P	6 P-card adjustments must be completed by the departments	7 Close P-Card file	8	9
10 Mother's Day	11 A/P Class- A/P Navigation  P-Card statements due	12	13	14	15	16
17	18 A/P Class-A/P Programs(Travel & Pro-card	19	20	21	22	23
24/31	25 Memorial Day-Holiday	26 Download P-Card File for April '09 (04/23/09-05/22/09)	27 Download Am EX file for April '09	28 Last day to enter invoices into CMS for May '09	29 Month end close for A/P	30

# June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>A/P Classes are in the ARC Building in Room 3013 on the 3<sup>rd</sup> floor.</b>	1	2	3 Approved Am-Ex statements due in A/P	4 P-card adjustments must be completed by the departments	5 Close P-Card file	6
7	8 A/P Class-A/P Basics	9 P-Card statements due	10	11	12	13
14	15 A/P Class- A/P Navigation	16	17	18	19	20
21 Father's Day	22 A/P Class-A/P Programs(Travel & Pro-card	23	24	25 Download P-Card File for May '09 (05/23/09-06/22/09)	26 Download Am EX file for May '09	27
28	29 Last day to enter invoices into CMS for June '09	30 Month end close for A/P				