

## COMPLETING 2008-2009 BUDGET CALENDAR

February 25, 2009	List of Personnel for Contracts with Probationary Personnel Designated
February 27, 2009	Last Day For Capital Outlay Purchases
March 13, 2009	Last Day for Supply Purchases (Except for paper & Coop purchasing)
March 27, 2009	Last Day to Expend Federal Budgets
May 8, 2009	Notify Business Office of Resignations
May 15, 2009	Last Day to Requisition June Travel
May 18, 2009	Summer Addresses Due in Payroll Office/Encourage Direct Deposit
May 25, 2009	Summer Work Schedule for 12 Month Employees
May 26, 2009	Payoff Date for Retirees and Resignations if Chosen
June 11, 2009	Regular Payroll May Be Picked Up from 8:00 A.M. - 3:00 P.M. in the Administration Office. Checks will not be mailed in the Summer
June 25, 2009	Regular Payroll May Be Picked Up from 8:00 A.M. - 3:00 P.M. in the Administration Office. Checks will not be mailed during the Summer
July 9, 2009	Regular Payroll May Be Picked Up from 8:00 A.M. - 3:00 P.M. in the Administration Office. Checks will not be mailed in the Summer
July 23, 2009	Regular Payroll May Be Picked Up from 8:00 A.M. - 3:00 P.M. in the Administration Office. Checks will not be mailed in the Summer
August 12, 2009	Regular Payroll May Be Picked Up from 8:00 A.M. - 3:00 P.M. in the Administration Office. Checks will not be mailed in the Summer