

JUNE 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	AUDITORS 1	AUDITORS 2	AUDITORS 3	AUDITORS 4	5	6
	Final requisition to college fiscal techs for emergencies for delivery by 6/30/09. Student*, Seasonal, Provisional timesheets (*5/01-5/15) due.		Revolving fund reimbursement for May. Checks & travel claims thru 05/30/09. Income/expenditure transfers & chargebacks thru 05/31.	Post 6/10 Provisional/Seasonal Payroll.	4/40 District Closed	
7	8	9	10	11	12	13
	Post student payroll 05/01 to 05/15. Classified & faculty absentee reports - classified timesheets due for June payroll.	BOARD MEETING PLANNING SESSION Invoices must be received in DSC to guarantee payment by 06/30/09.	Bookstore general ledger reconciliation for May. Student/Provisional/Student Payday	Instructional and Non-instructional Faculty Timesheets due for 5/16-6/15	4/40 District Closed	
14	15	16	17	18	19	20
		SBO to return all nondisbursed checks to DSC	Student timesheets due 5/16 - 5/31	Post retiree payroll	4/40 District Closed	
21	22	23	24	25	26	27
	Post student payroll 05/16-05/31.	BOARD MEETING Adopt Tentative Budget Post June Classified Payroll	Post June Faculty Payroll	Final 2008-09 A/P check run Student Payday	4/40 District Closed	
28	29	30				
	Student timesheets due 6/1-6/15	LAST BUDGET FEED FOR FY 2009				