

August 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
<p>3 Payroll Corrections</p> <p>Account Receivable Write -Off's Form 3 due by 5pm to Sales & Rec</p>	4	5	6	<p>7</p> <p>FY10 will be open to enter limited purchases. In FAMIS</p>	8	9
10	11	12	13	<p>14 Texas A&M Fdn expense vouchers for transferring funds from the Texas A&M Fdn must be received by 5 pm at the Foundation</p> <p>Forms FD411,FDP4, FDP414 &FDP402 due by 5pm to Property Mgmt.</p>	15	16
17	18	19	20	<p>21 Forms FDP-4 for new software and FDP-414 for additions to existing software assts due to Property Management by 5pm</p>	22	23
<p>24 Invoice & Travel doc received by 5pm guaranteed to be paid using FY09 funds</p>	<p>25 Voucher & IDT corrections received by 5pm guaranteed to processed in FY09</p>	26	27	<p>28 DBRs received by 5:00pm guaranteed to be processed in FY09</p>	29	30
<p>31 Any orders placed or travel booked for FY09 must be enter by 5 pm</p> <p>FY09 iPayment files muat be created on or before 8/31/09</p>						