

# February 2012 BUSINESS OFFICE CALENDAR

MON	TUES	WED	THUR	FRI
		<b>1</b>	<b>2</b>	<b>3</b>
		Student Check run (college bank)	Main A/P check run for Friday mail Business Office Staff Mtg – 10:30	A/P Cut-Off for next week, all funds
Violette: 8am–3pm weeks of Feb. 6 & 20				
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Victoria/Graciano – 3pm Board Meeting - Sesnon  Spring Semester Begins	Stage/Ancillary check run Income deposit – Lori Admin. Council – 10am – 804A ASM Mtg – 2pm	NO Student Check run (college bank) Manager's Mtg – 8:30am Sesnon CPC – 2pm – SAC 225	A/P Cut-Off for next week, all funds Main A/P check run for Friday mail CT/FT Payday  Lori – off	<b>HOLIDAY</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
Victoria/Graciano – 3pm  Lori – off, Tatiana – off	Stage/Ancillary check run Income deposit – Terri	NO Student Check run (college bank) CPC – 2pm – SAC 225 <b>Financials/BT reports due to RV</b>  Roy – off	Main A/P check run for Friday mail  Rebecca – off	A/P Cut-Off for next week, all funds County Furlough Day  Judy – off, Becky – off →
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>HOLIDAY</b>	Stage/Ancillary check run Income deposit - Terri Temp hourly & Student timecards due to Payroll Admin. Council – 10am Victoria/Graciano – 3pm BOARD ITEMS DUE to VPA Lori – off	Student Check run (college bank) Print CE/FE Checks CPC – 1 pm	Main A/P check run for Friday mail  Victoria - off →	A/P Cut-Off for next week, all funds
<b>27</b>	<b>28</b>	<b>29</b>	<b>March 1</b>	<b>2</b>
Victoria/Graciano – 3pm	Stage/Ancillary check run Income deposit – Lori CCEU Meeting 12 pm	Student Check run (college bank) CPC – 1 pm Print CT/FT paychecks Apportionment to County PAYDAY Roy – off	Main A/P check run for Friday mail Business Office Staff Mtg – 10:30	A/P Cut-Off for next week, all funds