

College of Visual Arts  
Business Office Calendar  
Fall 2010

In general:

- Pay date is the first business day of each month
- Accounts Payable is paid on the 1<sup>st</sup> and the 15<sup>th</sup> of every month.
- Credit Card receipts and expenses are due by the 8<sup>th</sup> of each month
- Time sheets are due 5 business days prior to pay date

# August 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Pay Date  Accounts Payable Checks Cut and Mailed	3	4	5	6	7
8	9 July Credit Card Statements Due at Noon	10	11  PO and Invoice Due at Noon	12	13	14
15	16 Accounts Payable Checks Cut and Mailed	17	18	19	20 Reports sent to Department Chairs	21
22	23	24 August Timesheets Due at Noon	25	26	27 PO and Invoice Due at Noon	28
29	30	31				

# September 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Pay Date  Accounts Payable Checks Cut and Mailed	2	3	4
5	6 <b>CVA CLOSED</b>	7	8 August Credit Card Statements Due at Noon	9	10 PO and Invoice Due at Noon	11
12	13	14	15 Accounts Payable Checks Cut and Mailed	16	17	18
19	20 Reports sent to Department Chairs	21	22	23	24 September Timesheets Due at Noon	25
26	27	28 PO and Invoice Due at Noon	29	30		

# October 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Pay Date  Accounts Payable Checks Cut and Mailed	2
3	4	5	6	7	8 September Credit Card Statements Due at Noon	9
10	11	12 PO and Invoice Due at Noon	13	14	15 Accounts Payable Checks Cut and Mailed	16
17	18	19	20 Reports sent to Department Chairs	21	22	23
24	25 October Timesheets Due at Noon	26 PO and Invoice Due at Noon	27	28	29	30
31						

# November 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Pay Date  Accounts Payable Checks Cut and Mailed	2	3	4	5	6
7	8 October Credit Card Statements Due at Noon	9	10  PO and Invoice Due at Noon	11	12	13
14	15 Accounts Payable Checks Cut and Mailed	16	17	18	19 November Timesheets Due at Noon	20
21	22 Reports sent to Department Chairs  PO and Invoice Due at Noon	23	24  <b>CVA CLOSED</b>	25  <b>CVA CLOSED</b>	26  <b>CVA CLOSED</b>	27
28	29	30				

# December 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Pay Date  Accounts Payable Checks Cut and Mailed	2	3	4
5	6	7	8 November Credit Card Statements Due at Noon	9 PO and Invoice Due at Noon	10	11
12	13	14	15 Accounts Payable Checks Cut and Mailed	16	17 December Timesheets Due at Noon	18
19	20 PO and Invoice Due at Noon  Reports sent to Department Chairs	21	22	23 <b>CVA CLOSED</b>	24 <b>CVA CLOSED</b>	25
26	<b>CVA CLOSED</b>	<b>CVA CLOSED</b>	<b>CVA CLOSED</b>	<b>CVA CLOSED</b>	<b>CVA CLOSED</b>	