

December **** Denotes Change****

2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
28 November Transfers due by Noon for Wednesday	29	30 Payroll Batches Released All Checks Cut	1 December Regular Bills Due by 4:00pm	2 Board Bills Due by Noon	3/4
5 Transfers due by Noon for Wednesday Payroll Summaries due by Noon	6	7 All Checks Cut	8 Regular Bills Due by 4:00pm	9 Board Bills Due by Noon Pay Day All Employee Changes due By Noon	10/11
12 Transfers due by Noon for Wednesday	13	14 Payroll Batches Released by Noon All Checks Cut	15 Regular Bills Due by 4:00pm	16 Board Bills Due by Noon **Payroll Summaries due by Noon**	17/18
19 Consumable Inventory to be taken-Due to Amy by 1/9/23	20 All Carry Forward PO'S due by Noon	21 All Checks Cut	22 **Regular Bills Due by 2PM due to Holiday** **Board Bills Due by 2PM due to Holiday**	23 **Final Transfers for year due by Noon for Wednesday** Pay Day Final Exp/Rev Corrections due by Noon All Employee Changes due By Noon	24/25
26 Auditor's Office Closed	27 Purchase Order clean up due by Noon	28 Payroll Batches Released by Noon Final Checks for Year Cut	29	30 Pay in cut-off for year end due by 1:00PM **Payroll Summaries due by Noon** All Employee Changes due By Noon	31/1 January
2 Auditor's Office Closed	3 MUNIS CLOSED Emergency PO'S issued Only	4 MUNIS CLOSED	5 MUNIS CLOSED	6 Pay Day	7/8