

June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Retrofit invoices to BSC by Noon President's Council Meeting	2	3	4
5	6	7 Accrual Entries to Controllers Office 5PM	8 Monthend Close Complete Banner Summary Reports Avail Cabinet Report Dist to Fin Dir	9	10	11
12	13	14 Academic Finance Meeting	15 President's Council Meeting	16	17 Inventory Count Done	18
19	20	21	22 Retrofits, TERs and PO invoices to BSC	23 Finance Division Meeting	24 Schedule G's Due in Guest Folder P-Card Receipts due to BSC Inventory Spreadsheets to Amanda	25
26	27 Academic Finance Meeting	28	29	30 P-Card Approvals Complete	1	2