

****UNDER CONSTRUCTION – DO NOT USE THIS CALENDAR YET!****
Charge Card Administration Calendar

January 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.				1 STATE HOLIDAY	2 DOA CLOSED for Additional Time Off	3
4	5	6	7 PCARD & ATC PAYMENT DUE	8	9 TRAVEL CARD EMPLOYEE AGREEMENTS DUE	10
11	12	13	14	15 CYCLE CLOSE	16 STATE HOLIDAY CYCLE START (Statements available on Works after 12 noon.)	17
18	19 STATE HOLIDAY	20 - DOA to distribute GE PCard listings - BOA to send out IL Travel Card application web links	21	22	23	24
25	26	27	28	29	30 GE PCARD SPREADSHEETS DUE	31

February 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 First Phase of BOA PCard Release	3	4	5	6	7 PCARD & ATC PAYMENT DUE
8	9 Second Phase of BOA PCard Release	10	11	12	13 CYCLE CLOSE	14 CYCLE START (Statements available on Works after 12 noon.)
15	16 STATE HOLIDAY	17	18	19	20	21
22	23	24	25	26	27	28 ALL GE MASTERCARDS EXPIRE

PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.

March 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 PCARD EMPLOYEE AGREEMENTS DUE	2	3	4	5	6	7 PCARD & ATC PAYMENT DUE
8	9	10	11	12	13 CYCLE CLOSE	14 CYCLE START (Statements available on Works after 12 noon.)
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.			

April 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.			1	2	3	4
5	6	7 PCARD & ATC PAYMENT DUE	8	9	10	11
12	13	14	15 CYCLE CLOSE	16 CYCLE START (Statements available on Works after 12 noon.)	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.					1	2
3	4	5	6	7 PCARD & ATC PAYMENT DUE	8	9
10	11	12	13	14	15 CYCLE CLOSE	16 CYCLE START (Statements available on Works after 12 noon.)
17	18	19	20	21	22	23
24	25 STATE HOLIDAY	26	27	28	29	30
31 2010 POLICY EXCEPTIONS DUE						

June 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7 PCARD & ATC PAYMENT DUE	8	9	10	11	12	13
14	15 CYCLE CLOSE	16 CYCLE START (Statements available on Works after 12 noon.)	17	18	19	20
21	22	23	24	25	26	27
28	29	30 2010 ANNUAL CERTIFICATIONS DUE	PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.			

July 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.			1	2	3 STATE HOLIDAY	4
5	6	7 PCARD & ATC PAYMENT DUE	8	9	10	11
12	13	14	15 CYCLE CLOSE	16 CYCLE START (Statements available on Works after 12 noon.)	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.						1
2	3	4	5	6	7 PCARD & ATC PAYMENT DUE	8
9	10	11	12	13	14 CYCLE CLOSE	15 CYCLE START (Statements available on Works after 12 noon.)
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.		1	2	3	4	5
6	7 STATE HOLIDAY PCARD & ATC PAYMENT DUE	8	9	10	11	12
13	14	15 CYCLE CLOSE	16 CYCLE START (Statements available on Works after 12 noon.)	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.				1	2	3
4	5	6	7 PCARD & ATC PAYMENT DUE	8	9	10
11	12 STATE HOLIDAY	13	14	15 CYCLE CLOSE	16 CYCLE START (Statements available on Works after 12 noon.)	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7 PCARD & ATC PAYMENT DUE
8	9	10	11 STATE HOLIDAY	12	13 CYCLE CLOSE	14 CYCLE START (Statements available on Works after 12 noon.)
15	16	17	18	19	20	21
22	23	24	25 DOA CLOSED for Additional Time Off	26 STATE HOLIDAY	27 STATE HOLIDAY	28
29	30	PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.				

December 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PLEASE NOTE: Payment for Employee Paid (Individual Liability) Travel Cards is due in FULL upon receipt of the bill.		1	2	3	4	5
6	7 PCARD & ATC PAYMENT DUE	8	9	10	11	12
13	14	15 CYCLE CLOSE	16 CYCLE START (Statements available on Works after 12 noon.)	17	18	19
20	21	22	23	24 DOA CLOSED for Additional Time Off	25 STATE HOLIDAY	26
27	28	29	30	31		