




January 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p style="text-align: right;">1</p> <p style="text-align: center;">New Year's Holiday</p> 	<p style="text-align: right;">2</p> <p style="text-align: center;">Bills Mail/Travel & Reimbursements</p> <p>Pink copy of timecards for week 12/24-12/30</p> <p style="text-align: center;">Attendance Due</p>	<p style="text-align: right;">3</p> <p style="text-align: center;">Bills Consumer PR & Out- side Wage Info</p>	<p style="text-align: right;">4</p> <p style="text-align: center;">Any commodity values rec'd Oct-Dec due "Missing some July- Septl"</p>	<p style="text-align: right;">5</p> <p style="text-align: center;">BTI-BAP Timecards due in am 12/24-1/6</p> <p style="text-align: center;">WAC Inventory</p>	<p style="text-align: right;">6</p>
<p style="text-align: right;">7</p>	<p style="text-align: right;">8</p> <p style="text-align: center;">Timecards to Managers 12/24-1/6</p> <p>LEGH & KGH timecards due early AM</p>	<p style="text-align: right;">9</p> <p><u>ALL</u> outlying timecards to Central Office</p>	<p style="text-align: right;">10</p> <p style="text-align: center;">Consumer Payday</p>	<p style="text-align: right;">11</p>	<p style="text-align: right;">12</p> <p style="text-align: center;">Bills</p> <p style="text-align: center;">Staff Payday</p> <p>"Early" Mail/Travel & Reimbursements</p>	<p style="text-align: right;">13</p>
<p style="text-align: right;">14</p>	<p style="text-align: right;">15</p> <p style="text-align: center;">Martin Luther King Jr. Birthday</p> <p style="text-align: center;">NO MAIL</p>	<p style="text-align: right;">16</p> <p style="text-align: center;">Bills Mail/Travel & Reimbursements</p> <p>Pink copy of timecards for week 1/7-1/13</p>	<p style="text-align: right;">17</p> <p style="text-align: center;">Bills</p>	<p style="text-align: right;">18</p>	<p style="text-align: right;">19</p> <p style="text-align: center;">BTI-BAP Timecards due in am 1/7-1/20</p>	<p style="text-align: right;">20</p>
<p style="text-align: right;">21</p>	<p style="text-align: right;">22</p> <p style="text-align: center;">Timecards to Managers 1/7-1/20</p> <p>LEGH & KGH timecards due early AM</p>	<p style="text-align: right;">23</p> <p><u>ALL</u> outlying timecards to Central Office</p>	<p style="text-align: right;">24</p>	<p style="text-align: right;">25</p>	<p style="text-align: right;">26</p> <p style="text-align: center;">Bills</p> <p style="text-align: center;">Staff Payday</p>	<p style="text-align: right;">27</p>
<p style="text-align: right;">28</p>	<p style="text-align: right;">29</p> <p style="text-align: center;">Bills Mail/Travel & Reimbursements</p>	<p style="text-align: right;">30</p> <p style="text-align: center;">Bills Mail/Travel & Reimbursements</p> <p>Pink copy of timecards for week 1/21-1/27</p>	<p style="text-align: right;">31</p> <p style="text-align: center;">Bills</p> <p style="text-align: center;">Fax or Mail Attendance</p>	<p style="text-align: center;">There can be no deep disappointment where there is not deep love.</p>	<p style="text-align: center;">Dr. Martin Luther King Jr.</p>	

February 2007

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<p><i>"Neither a lofty degree of intelligence or imagination not both together go to the making of genius. Love, love, love, that is the soul of genius.</i></p> <p style="text-align: center;">~ Wolfgang Amadeus Mozart</p>				1 Attendance Due	2 BTI-BAP timecards due in am 1/21-2/3 "Early" Consumer PR & Outside Wage Info	3
4	5 Timecards to Managers 1/21-2/3 LEGH & KGH timecards due early AM	6 ALL outlying timecards to Central Office WAC Inventory	7	8	9 Bills Staff Payday Consumer Payday	10
11	12 Bills Mail/Travel & Reimbursements	13 Bills Mail/Travel & Reimbursements Pink copy of timecards for week 2/4-2/10	14 Valentine's Day 	15	16 BTI-BAP timecards due in am 2/4-2/17	17
18	19 President's Day Holiday	20 EARLY fax ALL outlying timecards 2/4-2/17 LEGH & KGH timecards due early AM	21	22	23 Bills Staff Payday	24
25	26 Bills Mail/Travel & Reimbursements	27 Bills Mail/Travel & Reimbursements Pink copy of timecards for week 2/18-2/24	28			

March 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Attendance Due ¹	BTI-BAP timecards due in am 2/18-3/3 “ Early ” Consumer PR & Outside Wage Info ²	
	Timecards to Managers 2/18-3/3 LEGH & KGH timecards due early AM ⁵	<u>ALL</u> outlying timecards to Central Office WAC Inventory ⁶			Bills Staff Payday Consumer Payday ⁹	
	Bills Mail/Travel & Reimbursements ¹²	Bills Mail/Travel & Reimbursements Pink copy of timecards for week 3/4-3/10 ¹³	Bills ¹⁴		BTI-BAP timecards due in am 3/4-3/17 ¹⁶	 ¹⁷
	Timecards to Managers LEGH & KGH timecards due early AM ¹⁹	<u>ALL</u> outlying timecards to Central Office ²⁰	Newsletter Articles due in Central Office ²¹		Bills Staff Payday ²³	
	Bills Mail/Travel & Reimbursements ²⁶	Bills Mail/Travel & Reimbursements Pink copy of timecards for week 3/18-3/24 ²⁷	Bills ²⁸		Mail Attendance BTI-BAP timecards due in am 3/18-3/31 ³⁰	