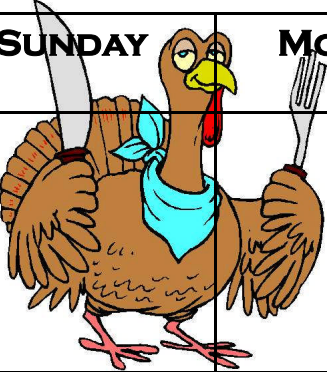


# October 2006

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1	2 Attendance Due  LEGH & KGH Timecards due in am <b>ALL</b> Timecards to managers 9/17/06-9/30/06	3 <b>ALL</b> outlying timecards due in Central Office  Consumer PR due & Outside wages  WAC Inventory	4	5 ***ANY commodity values rec'd Jul-Sept due***	6 Bills  Staff Payday	7
8	9 Bills  Travel & Reimbursement	10 <b>Pink</b> copy of timecards for week 10/1-10/7 due Bills Mail/Travel & Reimbursements due in Central office 10/11 Consumer Payday	11 Bills	12	13 BTI-BAP Timecards due in am 10/1/06-10/14/06	14
15	16 LEGH & KGH Timecards due in am <b>ALL</b> Timecards to Managers 10/1/06-10/14/06	17 <b>ALL</b> outlying Timecards due in Central Office	18	19	20 Bills  Staff Payday	21
22	23 Bills  Mail/Travel & Reimbursement	24 <b>Pink</b> copy of timecards for week 10/15-10/21 due Bills Mail/Travel & Reimbursements due in Central office 10/25	25 Bills	26	27 BTI-BAP Timecards due in am 10/15/06-10/28/06	28
29 <b>Daylight Savings Time MARK (1) hr extra DST on timecards for overnight staff</b>	30 LEGH & KGH Timecards due in am <b>ALL</b> Timecards to managers 10/15/06- 10/28/06	31 Mail Attendance  <b>ALL</b> outlying Timecards due in Central Office				

# NOVEMBER 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
					ATTENDANCE DUE BILLS STAFF PAYDAY CONSUMER PR & OUTSIDE WAGES WAC INVENTORY	
5	6	7	8	9	10	11
	BILLS MAIL/TRAVEL & REIMBURSEMENT	BILLS MAIL/TRAVEL & REIMBURSEMENT  PINK COPY OF TIMECARD FOR 10/29-11/4	BILLS		BTI-BAP TIMECARDS DUE IN AM 10/29-11/11 CONSUMER PAY- ROLL  NO MAIL	
12	13	14	15	16	17	18
	TIMECARDS TO MANAGERS 10/29-11/11	<u>ALL</u> OUTLYING TIMECARDS TO CENTRAL OFFICE			BILLS MAIL/TRAVEL & REIMBURSEMENT DUE MAIN OFFICE 11/21 STAFF PAYDAY	
19	20	21	22	23	24	25
	BILLS MAIL/TRAVEL & REIMBURSEMENT DUE IN MAIN OF- FICE 11/21 PINK COPY OF TIMECARD FOR 11/12-11/18	BILLS	"EARLY" BTI-BAP TIMECARDS DUE IN AM 11/12-11/25	<i>Thanksgiving Day Holiday</i>	THANKSGIVING HOLIDAY	
26	27	28	29	30		
	<u>ALL</u> TIMECARDS TO MANAGERS 11/12-11/25	<u>ALL</u> OUTLYING TIMECARDS TO CENTRAL OFFICE				

# December 2006

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					1 Bills Staff Payday	2
3	4 Consumer PR & Outside wages Bills Mail Travel & Reimbursement WAC Inventory Attendance Due	5 Bills Mail/Travel & Reimbursement Pink copy of timecard for 11/26-12/2	6 Bills	7	8 BTI-BAP timecards due in am 11/26-12/9 Consumer Payroll	9
10	11 Timecards to Managers 11/26 - 12/9	12 <u>ALL</u> outlying timecards to Central Office	13	14	15 Bills Staff Payday	16
17	18 Bills Mail Travel & Reimbursement	19 Bills Mail/Travel & Reimbursement Pink copy of timecard for 12/10 -12/16	20 Bills	21	22 BTI-BAP timecards Due in am 12/10 - 12/23	23
24	25 <b>Christmas Day</b>  NO Mail	26 <b>"EARLY"</b> Fax <u>ALL</u> outlying timecards for 12/10-12/23	27	28	29 Bills Staff Payday Mail Attendance	30
31						