



FINANCE DIVISION Annual Calendar 2021-2022

2021

July						
S	M	T	W	Tr	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2021

1 Last day to enter requisitions for employee apparel/clothing/uniform until January 5, 2022.

MARCH 2022

11 Last day to spend Mandated Program Funds (PIC 21, 22, 25, 26, 28, 30, 33, 34, 35, 36, 37, 38)

APRIL 2022

25 Review Open PO report; submit unpaid invoices to accounting for payment; submit change order forms for any POs needing to be cancelled.

MAY 2022

16 Last day to request a budget transfer.

JUNE 2022

9 Last day to enter requisitions, must be received physically at the District (including warehouse) by June 30, 2022.

15 Last day to TIN match SSN & FID numbers for employees and vendors.

17 Last day for deliveries from the warehouse.

22 Warehouse and Transportation shut down for inventory.

24 Last day to submit travel requests, reimbursements and registrations for checks needed prior to July 16, 2022.

30 Last day to receive purchase orders in Munis - up to 5:30 pm, for items physically delivered.

JULY 2022

1 First day to enter requisitions.

1 Last day to submit Local Mileage reimbursement requests for prior fiscal year, due to payroll.

22 Last day for petty cash reimbursements dated up through June 30th.

2022

January						
S	M	T	W	Tr	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
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19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	Tr	F	Sa
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
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19	20	21	22	23	24	25
26	27	28	29	30		

October						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	Tr	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

District Holidays/Intercessions

Beginning/End of Semester