

**2012 PURCHASE ORDER PROCESSING SCHEDULE**  
(Formally Known as Demands)

<b>* DEMAND DUE DATE</b>	<b>CHECKS READY</b>
December 23, 2011	December 29, 2011
January 9, 2012	January 12, 2012
January 23, 2012	January 26, 2012
February 6, 2012	February 9, 2012
February 20, 2012	February 23, 2012
March 5, 2012	March 8, 2012
March 19, 2012	March 22, 2012
April 2, 2012	April 5, 2012
April 16, 2012	April 19, 2012
April 30, 2012	May 3, 2012
May 14, 2012	May 17, 2012
May 28, 2012	May 31, 2012
June 11, 2012	June 14, 2012
June 25, 2012	June 28, 2012
July 9, 2012	July 12, 2012
July 23, 2012	July 26, 2012
August 6, 2012	August 9, 2012
August 20, 2012	August 23, 2012
September 3, 2012	September 6, 2012
September 17, 2012	September 20, 2012
October 1, 2012	October 4, 2012
October 15, 2012	October 18, 2012
October 29, 2012	November 1, 2012
November 12, 2012	November 15, 2012
November 26, 2012	November 29, 2012
December 10, 2012	December 13, 2012
December 21, 2012	December 27, 2012
January 7, 2013	January 10, 2013

\* PURCHASE ORDER DOCUMENTATION NOT TURNED IN ON THE DUE DATE ABOVE WILL NOT BE PROCESSED UNTIL THE NEXT DUE DATE UNLESS PRIOR APPROVAL FROM THE BOARD'S OFFICE IS RECEIVED.

**CHECKS CAN BE PICKED UP AFTER 4:00 P.M. ON THURSDAY**