

JANUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 New Year's Day [Holiday]	2
3	4 Invoice Receipt Deadline	5	6 Vendor Check Printing – 9:00	7	8	9
10	11 Invoice Receipt Deadline	12	13 Payroll Vendor Check Printing – 9:00	14	15	16
17	18 M L King Day [Holiday]	19 Invoice Receipt Deadline	20 Vendor Check Printing – 9:00	21	22	23
24	25	26	27 Payroll Invoice Receipt Deadline	28	29 Vendor Check Printing – 9:00	30
31	1	2	3	4	5	6

FEBRUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Invoice Receipt Deadline	2	3 Vendor Check Printing – 9:00	4	5	6
7	8 Invoice Receipt Deadline	9	Payroll 10 Vendor Check Printing – 9:00	11	12 Lincoln's Birthday -FH	13
14 Valentine's Day	15 Presidents' Day [Holiday]	16 Invoice Receipt Deadline	17 Vendor Check Printing – 9:00	18	19	20
21	22	23	Payroll 24 Invoice Receipt Deadline	25	26 Vendor Check Printing – 9:00	27
28	1	2	3	4	5	6

MARCH 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1 Invoice Receipt Deadline	2	3 Vendor Check Printing – 9:00	4	5	6
7	8 Invoice Receipt Deadline	9	Payroll 10 Vendor Check Printing – 9:00	11	12	13
14	15 Invoice Receipt Deadline	16	17 Vendor Check Printing – 9:00	18	19	20
21	22 Invoice Receipt Deadline	23	Payroll 24 Vendor Check Printing – 9:00	25	26	27
28	29	30 Vendor Check Printing – 9:00	31	1	2	3

APRIL 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2 Good Friday	3
4 Easter Sunday	5 Invoice Receipt Deadline	6	7 Payroll Vendor Check Printing – 9:00	8	9	10
11	12 Invoice Receipt Deadline	13	14 Vendor Check Printing – 9:00	15	16	17
18	19 Invoice Receipt Deadline	20	21 Payroll Vendor Check Printing – 9:00	22	23	24
25	26	27	28 Invoice Receipt Deadline	29	30 Vendor Check Printing – 9:00	1

MAY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3 Invoice Receipt Deadline	4	5 Payroll Vendor Check Printing – 9:00	6	7	8
9 Mother's Day	10 Invoice Receipt Deadline	11	12 Vendor Check Printing – 9:00	13	14	15
16	17 Invoice Receipt Deadline	18	19 Payroll Vendor Check Printing – 9:00	20	21	22
23	24	25	26 Invoice Receipt Deadline	27	28 Vendor Check Printing – 9:00	29
30	31 Memorial Day [Holiday]	1	2	3	4	5

JUNE 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 Invoice Receipt Deadline	2 Payroll Vendor Check Printing – 9:00	3	4	5
6	7 Invoice Receipt Deadline	8	9 Vendor Check Printing – 9:00	10	11	12
13	14 Invoice Receipt Deadline	15	16 Payroll Vendor Check Printing – 9:00	17	18	19 Juneteenth FH
20 Father's Day	21 Invoice Receipt Deadline	22	23 Vendor Check Printing – 9:00	24	25	26
27	28 Invoice Receipt Deadline	29	30 Payroll Vendor Check Printing – 9:00	1	2	3

JULY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4 Independence Day	5 Independence Day [Holiday]	6 Invoice Receipt Deadline	7 Vendor Check Printing – 9:00	8	9	10
11	12 Invoice Receipt Deadline	13	Payroll 14 Vendor Check Printing – 9:00	15	16	17
18	19 Invoice Receipt Deadline	20	21 Vendor Check Printing – 9:00	22	23	24
25	26	27	Payroll 28 Invoice Receipt Deadline	29	30 Vendor Check Printing – 9:00	31

AUGUST 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Invoice Receipt Deadline	3	4 Vendor Check Printing – 9:00	5	6	7
8	9 Invoice Receipt Deadline	10	Payroll 11 Vendor Check Printing – 9:00	12	13	14
15	16 Invoice Receipt Deadline	17	18 Vendor Check Printing – 9:00	19	20	21
22	23 Invoice Receipt Deadline	24	Payroll 25 Vendor Check Printing – 9:00	26	27 Invoice Receipt Deadline	28
29	30	31 Vendor Check Printing – 9:00	1	2	3	4

SEPTEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6 Labor Day [Holiday]	7 Invoice Receipt Deadline	8 Payroll Vendor Check Printing – 9:00	9	10	11
12	13 Invoice Receipt Deadline	14	15 Vendor Check Printing – 9:00	16	17	18
19	20 Invoice Receipt Deadline	21	22 Payroll Vendor Check Printing – 9:00	23	24	25
26	27	28 Invoice Receipt Deadline	29	30 Vendor Check Printing – 9:00	1	2

OCTOBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4 Invoice Receipt Deadline	5	6 Payroll Vendor Check Printing – 9:00	7	8	9
10	11 Columbus Day [Holiday]	12 Invoice Receipt Deadline	13 Vendor Check Printing – 9:00	14	15	16
17	18 Invoice Receipt Deadline	19	20 Payroll Vendor Check Printing – 9:00	21	22	23
24	25	26	27 Invoice Receipt Deadline	28	29 Vendor Check Printing – 9:00	30
31 Halloween	1	2	3	4	5	6

NOVEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Invoice Receipt Deadline	2 Election Day FH	3 Payroll Vendor Check Printing – 9:00	4	5	6
7	8 Invoice Receipt Deadline	9	10 Vendor Check Printing – 9:00	11 Veterans Day [Holiday]	12	13
14	15 Invoice Receipt Deadline	16	17 Payroll Vendor Check Printing – 9:00	18	19	20
21	22 Invoice Receipt Deadline	23	24 Vendor Check Printing – 9:00	25 Thanksgiving Day [Holiday]	26 Invoice Receipt Deadline	27
28	29	30 Vendor Check Printing – 9:00	1	2	3	4

DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	Payroll 1	2	3	4
5	6 Invoice Receipt Deadline	7	8 Vendor Check Printing – 9:00	9	10	11
12	13 Invoice Receipt Deadline	14	Payroll 15 Vendor Check Printing – 9:00	16	17	18
19	20 Invoice Receipt Deadline	21	22 Vendor Check Printing – 9:00	23	24	25 Christmas FH
26	27	28 Invoice Receipt Deadline	Payroll 29	30 Vendor Check Printing – 9:00	31	1