



**Office of Financial Services
Memorandum**

To: Treasurers
Associate Treasures/Budget Directors
CUC Directors
Financial Services Staff

From: Melissa Barnes

Date: November 13, 2007

Subject: *Holiday Payment Schedule for year 2008*

Please pass this schedule on to the personnel at your institution that process RFCs.

New Years

RFC due: Thurs, 12/27/07, 3 PM Check out: Thurs, 1/3/08, after 4 PM*

Martin Luther King

RFC due: Fri, 1/18, 5 PM Check out: Thurs, 1/24, after 4 PM*

Cesar Chavez

RFC due: Fri, 3/21, 5 PM Check out: Wed, 3/26, after 4 PM*

Memorial Day

RFC due: Fri, 5/23, 5 PM Check out: Thurs, 5/29, after 4 PM*

4th of July

RFC due: Fri, 6/27, 5 PM Check out: Thurs, 7/3, after 4 PM*

Labor Day

RFC due: Fri, 8/29, 5 PM Check out: Thurs, 9/4, after 4 PM*

Thanksgiving

RFC due: Fri, 11/21, 5 PM Check out: Wed, 11/26, after **3 PM***

Christmas

RFC due: Fri, 12/19, 5 PM Check out: Fri, 12/26, after **3 PM***

New Years

RFC due: Fri, 12/26/08, 3 PM Check out: Fri, 1/2/09, after **3 PM***

* **Note:** This check run will be the only check run of the week.