



**Office of Financial Services
Memorandum**

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

From: Melissa Barnes

Date: December 2, 2008

Subject: *Holiday Payment Schedule for year 2009*

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

New Years

RFC due: Tue, 12/23/08, 5 PM Check out: Fri, 1/2/09, after 3 PM*

Martin Luther King

RFC due: Fri, 1/16, 5 PM Check out: Thurs, 1/22, after 4 PM*

Cesar Chavez

RFC due: Fri, 3/20, 5 PM Check out: Thurs, 3/26, after 4 PM*

Memorial Day

RFC due: Fri, 5/22, 5 PM Check out: Thurs, 5/28, after 4 PM*

4th of July

RFC due: Fri, 6/26, 5 PM Check out: Thurs, 7/2, after 4 PM*

Labor Day

RFC due: Fri, 9/4, 5 PM Check out: Thurs, 9/10, after 4 PM*

Thanksgiving

RFC due: Fri, 11/20, 5 PM Check out: Wed, 11/25, after **3 PM***

Christmas

RFC due: Fri, 12/18, 5 PM Check out: Wed, 12/23, after **3 PM***

New Years

RFC due: Wed, 12/23, 5 PM Check out: Thurs, 12/31, after **3 PM***

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