

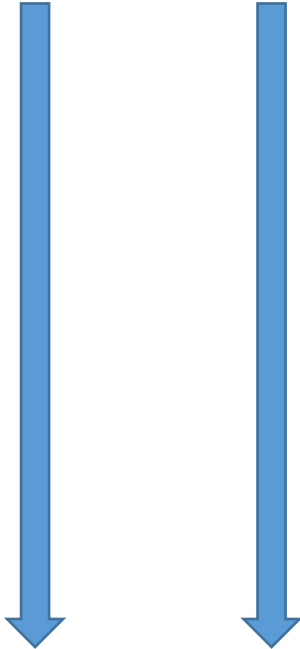
TRANSACTION ENVELOPE DATES

ENTER THE FOLLOWING DATES FOR EACH MONTHLY TE

FY21

*Review/Code and
Approve weekly
by Thursday*

Transaction data
pulled from Control
Pay for upload to
Business Plus
budget on Friday



Transaction Envelope Dates

Start date	End Date	TE due in Business by:
START DATE	END DATE	DUE DATES
7/8/2020	8/4/2020	08/12/20
8/5/2020	9/1/2020	09/09/20
9/2/2020	9/29/2020	10/07/20
9/30/2020	10/27/2020	11/04/20
10/28/2020	11/24/2020	12/02/20
11/25/2020	12/22/2020	12/30/20 *
12/23/2020	1/19/2021	01/27/21
1/20/2021	2/16/2021	02/24/21
2/17/2021	3/16/2021	03/24/21 *
3/17/2021	4/13/2021	04/21/21
4/14/2021	5/11/2021	05/19/21
5/12/2021	6/8/2021	06/16/21
6/9/2021	7/6/2021	07/14/21

****ALL TRAVEL TRANSACTIONS MUST INCLUDE A LEAVE REQUEST AND A SEMINAR AGENDA**

**** WINTER BREAK DUE DATE WILL BE EXTENDED TO 1/8/2021**

****SPRING BREAK DUE DATE WILL BE EXTENDED TO 4/1/21**

**** 6/1/21 DATA CLEAN UP ON ALL TRANSACTIONS**

CHECK THAT ALL TRANSACTIONS HAVE BEEN REVIEWED AND APPROVED ENTER DATES 7/1/20-6/1/21

****TRANSACTION ENVELOPES NOT RECEIVED BY DUE DATES WILL BE SUBJECT TO DEACTIVATION**

MAKE EVERY ATTEMPT TO SUMIT TE'S ON TIME. THANK YOU!

If you need assistance, please contact:

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