

**TRANSACTION ENVELOPE DATES**  
**ENTER THE FOLLOWING DATES FOR EACH MONTHLY TE**

**FY22**

*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:
<b>START DATE</b>	<b>END DATE</b>	<b>DUE DATES</b>
7/7/2021	8/3/2021	08/11/21
* 8/4/2021	8/31/2021	09/08/21
9/1/2021	9/28/2021	10/06/21
9/29/2021	10/26/2021	11/03/21
10/27/2021	11/23/2021	12/01/21
11/24/2021	12/21/2021	12/29/21
12/22/2021	1/18/2022	01/26/22
1/19/2022	2/15/2022	02/23/22
2/16/2022	3/15/2022	03/23/22
3/16/2022	4/12/2022	04/20/22
4/13/2022	5/10/2022	05/18/22
5/11/2022	6/7/2022	06/15/22
6/8/2022	7/5/2022	07/13/22

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

**\*\* WINTER BREAK DUE DATE WILL BE EXTENDED TO 1/5/2022**

**\*\*SPRING BREAK DUE DATE WILL BE EXTENDED TO 4/6/2022**

**\*\* 6/1/2022 DATA CLEAN UP ON ALL TRANSACTIONS  
 CHECK THAT ALL TRANSACTIONS HAVE BEEN REVIEWED AND APPROVED ENTER DATES 7/1/21-6/1/22**

**\*\*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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