

PREPARED ITEMS

DUE DATE

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| 1) CLOSEOUT FY2001
2101 FUNDS & 2102 FUNDS
PO DEADLINE
JV DEADLINE
OUT OF STATE TRAVEL
LAPSE PERIOD FY01&02 | JUNE 29, 2001

JUNE 29, 2001
AUGUST 31, 2001
JULY 31, 2001
7/1-8/31 |
| 2) 5 YEAR STRATEGIC PLAN FY2003-2007 | AUGUST 15, 2001 |
| 3) FY2003 BUDGET REQUEST
DOWNLOAD PROGRAM
ENTER FY2001 ACTUAL
ROLLOVER FY2002 ESTIMATED
ENTER FY2003 ESTIMATED | AUGUST 1, 2001 |
| 4) GAAP PACKET | AUGUST 1, 2001 |
| 5) WIA CLOSEOUT PACKET | NO LATER THAN 60
DAYS FROM 6/30/01 |
| 6) SETUP WIA FOR FY2003 | JUNE 29, 2001 |
| 7) OUTSTANDING EXPENDITURES
NEED TO BE PAID, OR IN PROCESS
FOR FY2001 (ACCOUNT FOR ALL PO'S) | JUNE 29, 2001 |
| 8) TRANSFER EXCESS FUNDS TO B. O. B. | JUNE 28, 2001 |