

COMMUNITY ACTION TEAM, INC.  
124 N. 18<sup>TH</sup> ST..  
ST. HELENS, OR. 97051  
(503) 366-6570  
FAX (503) 366-7906

**MEMO:**

DATE: December 16, 2015  
TO: **ALL PROGRAM DIRECTORS & CENTER MANAGERS**  
FROM: SHERRY KLUGE  
RE: **TIME SHEETS DUE DATE 2016-----2 Pages**



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<b>TIME SHEETS FOR MONTH OF:</b>	<b>DATES NEEDED BY 9:30AM SHARP</b>
JANUARY 2016	<b>JANUARY 21</b>
FEBRUARY 2016	<b>FEBRUARY 19</b>
MARCH 2016	<b>MARCH 22</b>
APRIL 2016	<b>APRIL 21</b>
MAY 2016	<b>MAY 20</b>
JUNE 2016	<b>JUNE 23</b>

**IMPORTANT!!**  
**PLEASE NOTE THAT THE DUE DATE ABOVE IS THE DATE YOUR TIME SHEETS ARE TO BE DELIVERED TO THE ADMIN OFFICE IN ST. HELENS.**

**THANK YOU.**

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<b>TIME SHEETS FOR MONTH OF:</b>	<b>DATES NEEDED BY 9:30AM SHARP</b>
JULY 2016	<b>JULY 22</b>
AUGUST 2016	<b>AUGUST 22</b>
SEPTEMBER 2016	<b>SEPTEMBER 22</b>
OCTOBER 2016	<b>OCTOBER 24</b>
NOVEMBER 2016	<b>NOVEMBER 18</b>
DECEMBER 2016	<b>DECEMBER 19</b>

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