

Community Action Team Inc.

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MEMO:

Date: December 17, 2015

To: All Program Directors & Center Managers

From: Sherry Kluge

**If draw requests are not received in the fiscal office by noon on the date due, these checks will be processed with regular payables the week after the 15<sup>th</sup>. Draw checks are NOT Direct Deposited.**

**Re: Draw Request Due Dates**

January 2016	Thursday 1/14/16
February 2016	Thursday 2/11/16
March 2016	Monday 3/14/16
April 2016	Thursday 4/14/16
May 2016	Thursday 5/12/16
June 2016	Tuesday 6/14/16
July 2016	Thursday 7/14/16
August 2016	Friday 8/12/16
September 2016	Wednesday 9/14/16
October 2016	Thursday 10/13/16
November 2016	Monday 11/14/16
December 2016	Wednesday 12/14/16