

Community Action Team Inc.

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MEMO:

Date: January 4, 2017

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 2017	Thursday 1/12/2017
February 2017	Tuesday 2/14/2017
March 2017	Tuesday 3/14/2017
April 2017	Thursday 4/13/2017
May 2017	Friday 5/12/17
June 2017	Wednesday 6/14/2017
July 2017	Thursday 7/13/17
August 2017	Monday 8/14/2017
September 2017	Thursday 9/14/2017
October 2017	Thursday 10/12/2017
November 2017	Tuesday 11/14/2017
December 2017	Thursday 12/14/2017

