

FY 2012 2nd QTR

Property Management Officer Calendar

REMINDERS

Property Bulletin FY 2011 #005, Requirement for Timely Processing of Final Event Requests in Sunflower

Property Bulletin FY 2012 #002, Requirement for Timely Processing of Excess Assets in Sunflower

Property Bulletin FY 2012 #003, Printing Excess Receival Forms

January 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Special BOR Meeting	4 UPR Certification Due from PM	5 Line Office Meeting	6	7
8	9	10	11 PMO Meeting Sunflower Change Control Committee Board Meeting	12	13	14
15	16	17 Cut-off for January Financial Reports CWIP Meeting	18 Run Depreciation BOR Meeting	19	20	21
22	23	24 Financial Reports Due to Finance	25	26	27	28
29	30	31				

February 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 UPR Certification Due from PM	2	3	4
5	6	7 Special BOR Meeting	8 PMO HCHB Meeting	9	10	11
12	13	14 Heritage Asset Meeting	15 BOR Meeting Cut-off for February Financial Reports	16 Run Depreciation Heritage Asset Cert. Request to LO	17	18
19	20	21 CWIP Meeting	22 Financial Reports Due to Finance	23	24	25
26	27	28	29			

March 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Personal Property 2 nd QTR Physical Inventory			1	2	3
4	5	6 Special BOR Meeting	7 UPR Certification Due from PM	8	9	10
11	12 Cut-off for March Financial Reports	13 Run Depreciation	14 PMO Meeting Sunflower Change Control Committee Board Meeting	15	16 Financial Reports Due to Finance Heritage Assets Cert. Due from LO	17
18	19	20 CWIP Meeting	21 BOR Meeting	22	23	24
25	26	27	28	29	30	31