



## Check Requests--Dates 2008-2009



This form is used to provide a list of submittal dates for students requesting reimbursement for expenditures. If you need to request a check for reimbursement, you should complete a financial request form and attach an original receipt/invoice and submit all documents to the WSA Administrative Office. The due dates to submit a request for reimbursement are listed below in the left-hand column. You can pick up the check on the date listed on the right after 12 pm.

### Request Due on Wednesday AT NOON

### Check Available

September	17.....	September	26
September	24.....	October	03
October	01.....	October	10
October	08.....	October	17
October	15.....	October	24

### October 24-October 29: Fall Break

October	22.....	October	31
October	29.....	November	07
November	05.....	November	14
November	12.....	November	21
*November	17 (Monday) at 12 noon.....	*November	26

### November 25-December 1: Thanksgiving Break

*November	21 (Friday) at 12 noon.....	December	05
December	03.....	December	12
*December	09 (Tuesday) at 12 noon.....	December	19
December	17.....	* January	09

### December 17-January 21: Winter Break

January	21.....	January	30
January	26.....	February	06
February	04.....	February	13
February	11.....	February	20
February	18.....	February	27
February	25.....	March	06
March	05.....	March	13

### March 06-March 23: Spring Break

March	25.....	April	03
April	01.....	April	10
April	08.....	April	17
April	15.....	April	24
April	22.....	May	01

**\*Note:** The check request due dates and check available dates may change due to holidays.

A notice will be placed in the WSA office and/or online if this occurs.

\*\*Any checks left in the WSA office after 5 business days will be mailed.