

January 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Holiday Closed	2 Pam	3 Kim	4
5	6 Loc	7 DeDe Amex due in AP	8 Natalya	9 Pam	10 Kim	11
12	13 Loc	14 DeDe Procard closed	15 Natalya Switch Hours	16 Pam	17 Kim	18
19	20 Office Closed Holiday	21 DeDe	22 Natalya	23 Pam Download Procard- -DeDe	24 Kim	25
26	27 Loc Download Amex - Karen	28 DeDe	29 Natalya	30 Pam	31 Kim Month-end	
	Amex – Karen Procard – DeDe Claims - Kim	Back Desk Duties – Person of the day Travel Advances- person of the day				

February 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Loc	4 DeDe	5 Natalya	6 Pam	7 Kim Amex due in AP Close Procard - DeDe	8
9	10 Loc	11 DeDe	12 Natalya	13 Pam	14 Kim	15
16	17 Loc	18 DeDe	19 Natalya	20 Pam	21 Kim	22
23	24 Loc Download Procard	25 DeDe	26 Natalya Download Amex	27 Pam	28 Kim Month-End	
	Amex – Karen Procard – DeDe Claims - Kim	Back Desk Duties – Person of the day Travel Advances- person of the day				

March 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Loc	4 DeDe	5 Natalya	6 Pam	7 Kim Close Procard Amex due in AP	8
9	10 Loc	11 DeDe	12 Natalya	13 Pam	14 Kim	15
16	17 Loc	18 DeDe	19 Natalya	20 Pam	21 Kim	22
23	24 Loc Download Procard	25 DeDe	26 Natalya Download Amex	27 Pam	28 Kim Month-End	29
30	31 Closed Holiday	Back Desk Duties – Person of the day Travel Advances- person of the day	Amex – Karen Procard – DeDe Claims - Kim			

April 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 DeDe	2 Natalya	3 Pam	4 Kim	5
6	7 Loc Close Procard Amex due in AP	8 DeDe	9 Natalya	10 Pam	11 Kim	12
13	14 Loc	15 DeDe	16 Natalya	17 Pam	18 Kim	19
20	21 Loc	22 DeDe Download Procard	23 Natalya	24 Pam	25 Kim	26
27	28 Loc Download Amex	29 DeDe	30 Natalya Month-End			
	Back Desk Duties – Person of the day Travel Advances- person of the day	Amex – Kim Procard – Karen Claims - DeDe				

May 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Pam	2 Kim	3
4	5 Loc	6 DeDe	7 Natalya	8 Pam Close Procard Amex due in AP	9 Kim	10
11	12 Loc	13 DeDe	14 Natalya	15 Pam	16 Kim	17
18	19 Loc	20 DeDe	21 Natalya Download Procard	22 Pam	23 Kim	24
25	26 Closed Holiday	27 DeDe Download Amex	28 Natalya	29 Pam	30 Kim Month-End	31
	Back Desk Duties – Person of the day Travel Advances- person of the day	Amex – Kim Procard – Karen Claims - DeDe				

June 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Loc Summer Hours start	3 DeDe	4 Natalya Amex due in AP	5 Karen	6 Kim	7
8	9 Loc Close Procard	10 DeDe	11 Natalya	12 Karen	13 Kim	14
15	16 Loc	17 DeDe	18 Natalya	19 Karen	20 Kim	21
22	23 Loc Download Procard	24 DeDe	25 Natalya	26 Karen Download Amex	27 Kim	28
29	30 Loc Year-End					
	Back Desk Duties – Person of the day Travel Advances- person of the day	Amex – Kim Procard – Karen Claims - DeDe				