June 2019 BRC Blast – Revving up for next deadlines!

**A few friendly reminders…**

- Send in outstanding travel reports now to get them processed and paid on time
- Send invoices in now and keep them coming (avoid batching)
- Watch for expenses that need to be accrued/deferred
- Set up annual PO’s
- Close open commitments
- Reconcile your T&E card accounts and get them paid!
- Refer frequently to the Fiscal Close Calendar for important deadlines

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**YOU CAN REACH US AT:**

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**BLASTS from the PAST**