

Jeremiah W. (Jay) Nixon
Governor



Kelvin L. Simmons
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Mark A. Kaiser
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: December 7, 2010
RE: Revised December 2010 Information

State offices will be closed Friday, December 24, 2010, and Friday, December 31, 2010. Checks produced on the night of December 22 will be dated the following Monday. These checks will be released Monday morning due to the banks being open on Friday. December 28 will be the last day to process checks for calendar year 2010. These checks will be dated December 30 and available for release as normal.

Please notify all appropriate staff in your agency.