



Board of Cooperative Educational Services
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Leaders for Educational Excellence

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MEMORANDUM

TO: Kathryn Gerbino, Inge Jacobs, Mark Jones, Carl Strang, Terry Sweet, Peter Toarmina

FROM: Bruce Bonacquist, Business Administrator

SUBJECT: **PAYROLL CODES – REMINDER**

DATE: June 1, 2011

Payroll codes for all 2011-12 eleven and twelve month employees are due to the Business Office no later than June 10, 2011.

The Business Office would like codes for all ten month employees no later than June 24, 2011.

Thank you for your assistance in this important matter.

BB/vs

CC: Ms. Wendy Ashley