

Greetings All –

As we get closer to the holidays, and of course limited time in the office between ourselves and our sponsors; SPAC moves up their deadlines in order to guarantee prompt delivery of FFR's, invoices and DR's for payroll processing.

In order to guarantee that your FFR or Final Invoice will be delivered to the appropriate sponsor by the December due date, we require that the signed document confirming all charges be submitted to your SPAC team **no later than 12/7/2018.** Your SPAC teams should have reached out to you in the past 30 to 60 days requesting a signed copy of an FFR or ROE for those projects which have expired and are required to be reported or invoiced in the Month of December. If your expense is not in Raven by December 7<sup>th</sup>, but your signed report includes them; your department will be required provide backup to your SPAC team for all charges not posted so that we verify the totals and finalize the report to the sponsor.

Our **Cost** deadline for DR's is are that all items must be submitted **by midnight on Thursday December 20<sup>th</sup>, 2018** in order for all valid Direct Retros to be processed for the 19-13 pay period.

Many thanks!