

Submitting Contribution Summary Instructions

To avoid a late reporting penalty, please submit Contribution Summary Instruction on ORBIT by **4:30 p.m.** on the dates shown below.

<u>Reporting Cycle:</u>	<u>Submitted by:</u>	<u>Posted by:</u>
<i>October 2010</i>	Thursday, Nov. 4	Friday, Nov. 5
<i>November 2010</i>	Monday, Dec. 6	Tuesday, Dec. 7
<i>December 2010</i>	Thursday, Jan. 6	Friday, Jan. 7
<i>January 2011</i>	Friday, Feb. 4	Monday, Feb. 7
<i>February</i>	Friday, March 4	Monday, March 7
<i>March</i>	Wednesday, April 6	Thursday, April 7
<i>April</i>	Thursday, May 5	Friday, May 6
<i>May</i>	Monday, June 6	Tuesday, June 7
<i>June</i>	Thursday, July 7	Friday, July 8
<i>July</i>	Thursday, Aug. 4	Friday, Aug. 5
<i>August</i>	Wednesday, Sept. 7	Thursday, Sept. 8
<i>September</i>	Thursday, Oct. 6	Friday, Oct. 7
<i>October</i>	Friday, Nov. 4	Monday, Nov. 7
<i>November</i>	Tuesday, Dec. 6	Wednesday, Dec. 7