



## PROGRAMA PARA ELABORACIÓN, REVISIÓN Y FIRMA DE CHEQUES Y TRANSFERENCIAS CMIC-ICIC 2025

| ENERO |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| D     | L  | M  | M  | J  | V  | S  |
|       |    |    |    | 1  | 2  | 3  |
| 5     | 6  | 7  | 8  | 9  | 10 | 11 |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |
| 26    | 27 | 28 | 29 | 30 | 31 |    |

| FEBRERO |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| D       | L  | M  | M  | J  | V  | S  |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 |    |

| MARZO |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| D     | L  | M  | M  | J  | V  | S  |
|       |    |    |    |    |    | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    |    |    |    |    |    |    |

| ABRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| D     | L  | M  | M  | J  | V  | S  |
|       |    |    | 1  | 2  | 3  | 4  |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 |
| 13    | 14 | 15 | 16 | 17 | 18 | 19 |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 |
| 27    | 28 | 29 | 30 |    |    |    |

| MAYO |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| D    | L  | M  | M  | J  | V  | S  |
|      |    |    |    | 1  | 2  | 3  |
| 4    | 5  | 6  | 7  | 8  | 9  | 10 |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 |
| 25   | 26 | 27 | 28 | 29 | 30 | 31 |

| JUNIO |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| D     | L  | M  | M  | J  | V  | S  |
| 1     | 2  | 3  | 4  | 5  | 6  | 7  |
| 8     | 9  | 10 | 11 | 12 | 13 | 14 |
| 15    | 16 | 17 | 18 | 19 | 20 | 21 |
| 22    | 23 | 24 | 25 | 26 | 27 | 28 |
| 29    | 30 |    |    |    |    |    |

| JULIO |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| D     | L  | M  | M  | J  | V  | S  |
|       | 1  | 1  | 2  | 3  | 4  | 5  |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 |
| 13    | 14 | 15 | 16 | 17 | 18 | 19 |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 |
| 27    | 28 | 29 | 30 | 31 |    |    |

| AGOSTO |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| D      | L  | M  | M  | J  | V  | S  |
|        |    |    |    |    | 1  | 2  |
| 3      | 4  | 5  | 6  | 7  | 8  | 9  |
| 10     | 11 | 12 | 13 | 14 | 15 | 16 |
| 17     | 18 | 19 | 20 | 21 | 22 | 23 |
| 24     | 25 | 26 | 27 | 28 | 29 | 30 |
| 31     |    |    |    |    |    |    |

| SEPTIEMBRE |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| D          | L  | M  | M  | J  | V  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |

| OCTUBRE |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| D       | L  | M  | M  | J  | V  | S  |
|         |    |    |    | 1  | 2  | 3  |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 31 |    |

| NOVIEMBRE |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| D         | L  | M  | M  | J  | V  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

| DICIEMBRE |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| D         | L  | M  | M  | J  | V  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 | 31 |    |    |    |

- RECEPCIÓN DE FACTURAS PROVEEDORES, RECIBOS DE HONORARIOS DE INSTRUCTORES ICIC Y OTROS PAGOS ORDINARIOS
- ELABORACIÓN, CAPTURA DE CHEQUES Y RELACIÓN DE TRANSFERENCIAS
- REVISIÓN Y FIRMA DE CHEQUES POR GERENTE GENERAL Y ADMINISTRATIVO
- FIRMA DE CHEQUES POR TESORERO