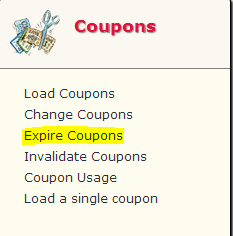
**Daily**

1. Expire Coupons in BOS 3.0
2. Expire Coupons in BOS 2.0
   1. <https://bos20.pictureitoncanvas.com/index.php>
   2. Dbrendis
   3. march32011
   4. 
3. Check currently running voucher sales for any new closures
   1. If there have been closures refer to Process Doc
4. Update UPC sheet: S:\Creative\Bar Codes\Used UPCs\UPC & Product Codes\UPC\_PP

**Weekly**

1. Run This month and next month’s expiring coupons through coupon usage
   1. Refer to process doc