

## May 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 28	29	30	May 1	2	3	4
		AP received by 4:00 Load Payroll Overnight			Last Day JV's @ noon Run STACAP overnight	
5	6	7	8	9	10	11
	Post Profit Transfer Close Period #10	AP received by 4:00 Load Payroll Overnight EOM reports in DocuWare			Agencies submit list of carrying accounts to Sandy Royce	
12	13	14	15	16	17	18
	Last day to submit RQS for competitive bid with July 1 purchase date  Last day to submit CTs \$1M+ with July 1 start	AP received by 4:00 Load Payroll Overnight				
19	20	21	22	23	24	25
		AP received by 4:00 Load Payroll Overnight		Last day for P-card purchases to expend FY24 funds		
26	27	28	29	30	31	June 1
		AP received by 4:00 Load Payroll Overnight DEP Finance charge job				

## June 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 26	27	28	29	30	31	June 1
2	3	4	5	6	7	8
	Last day to submit CTs under \$1M with July 1 start  Last day to submit RQS for non-competitive bid with July 1 purchase date	AP received by 4:00  Load Payroll Overnight	Last Day JV's @ noon  Run STACAP overnight	Post Profit Transfer  Close Period #11	EOM reports in DocuWare	
9	10	11	12	13	14	15
		AP received by 4:00  Load Payroll Overnight			Last day to submit FY24 non-emergency DO's Last day to submit paperless mod's for FY24 Last day to submit new/changes to staged encumbrances for FY25	New Year Table Initialization
16	17	18	19	20	21	22
	Holiday	AP received by 4:00  Load Payroll Overnight  No new FY24 Chart of Accounts (Fund & Detail)			Last day for FY24 vendor approvals	
23	24	25	26	27	28	29
	FY24 AP received by 12:00	Load Payroll Overnight  DEP Finance charge job			All FY24 GAX & PRC Final  Last day to deposit FY24 cash & checks  Last day for FY24 budget docs	Open activity roll (CT, BPO, DO, RE)  Contract Roll (Staged Contracts)
30						

## July 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 30	July 1	2	3	4	5	6
	AP received by 4:00	Load Payroll Overnight	Last Day FY24 JV's @ noon Run STACAP overnight	Holiday	Post Profit Transfer Close Period #12	
7	8	9	10	11	12	13
	EOM reports in DocuWare	AP received by 4:00 Load Payroll Overnight				
14	15	16	17	18	19	20
	Period #13 reports in DocuWare (includes quarterly reports)	AP received by 4:00 Load Payroll Overnight				Unobligated Budget Roll Unexpended Budget Roll
21	22	23	24	25	26	27
		AP received by 4:00 Load Payroll Overnight. DEP Finance charge job				
28	29	30	31	August 1	2	3
		AP received by 4:00 Load Payroll Overnight				