

## May 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 27	28	29	30	May 1	2	3
					Last day to submit Non-IT Service CTs >\$1M with July 1 start	
4	5	6	7	8	9	10
	Last Day JV's @ noon Run STACAP overnight	AP received by 4:00 Load Payroll Overnight Post Profit Transfer Close Period #10	EOM reports in DocuWare		Agencies submit list of carrying accounts to Sandy Royce  Last day to submit RQS for competitive bids using FY25 funds	
11	12	13	14	15	16	17
		AP received by 4:00 Load Payroll Overnight				
18	19	20	21	22	23	24
		AP received by 4:00 Load Payroll Overnight			Last day for P-card purchases to expend FY25 funds	
25	26	27	28	29	30	31
	Holiday	AP received by 4:00 Load Payroll Overnight DEP Finance charge job			Last day to submit RQS for noncompetitive bids using FY25 funds	

## June 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 1	2	3	4	5	6	7
		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 Last day to submit Non-IT Service CTs <\$1M with July 1 start	
8	9	10	11	12	13	14
	Last day to submit RQS for non-competitive bid with July 1 purchase date	AP received by 4:00 Load Payroll Overnight			Last day to submit FY25 non-emergency DO's Last day to submit paperless mod's for FY25	
15	16	17	18	19	20	21
	AP received by 4:00	Load Payroll Overnight		Holiday	Last day for FY25 vendor approvals	New Year Table Initialization
22	23	24	25	26	27	28
	FY25 AP received by 4:00 No new FY25 Chart of Accounts (Fund & Detail)	Load Payroll Overnight DEP Finance charge job			All FY25 GAX & PRC Final Last day to deposit FY25 cash and checks Last day for FY25 budget docs	Open activity roll (CT, BPO, DO, RE) Contract Roll (Staged Contracts)
29	30	July 1	2	3	4	5
	Advantage not available					

## July 25

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