

## May 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 26	27	28	29	30	May 1	2
					Agencies submit list of carrying accounts to Sandy Royce and Brad Rodrigue  Last day to submit CTs >\$1M with July 1 start date	
3	4	5	6	7	8	9
		AP received by 4:00 Load Payroll Overnight Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer Close Period #10	EOM reports in DocuWare	Last day to submit RQS for competitive bids using FY26 funds	
10	11	12	13	14	15	16
		AP received by 4:00 Load Payroll Overnight			Last day to submit CTs <\$1M with July 1 start date	
17	18	19	20	21	22	23
		AP received by 4:00 Load Payroll Overnight			Last day for P-card purchases to expend FY26 funds	
24	25	26	27	28	29	30
	Holiday	AP received by 4:00 Load Payroll Overnight			Last day to submit RQS for noncompetitive bids using FY26 funds	
31		DEP Finance charge job				

## June 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31	June 1	2	3	4	5	6
		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 CTs <\$1M with July 1 start date	
7	8	9	10	11	12	13
		AP received by 4:00 Load Payroll Overnight			Last day to submit FY26 DO's Last day to submit paperless mod's for FY26	
14	15	16	17	18	19	20
	AP received by 4:00	Load Payroll Overnight		Last day for FY26 vendor approvals No new FY26 Chart of Accounts (Fund & Detail)	Holiday New Year Table Initialization	
21	22	23	24	25	26	27
		Load Payroll Overnight DEP Finance charge job		FY26 AP received by 4:00		
28	29	30	July 1	2	3	4
		All FY26 GAX & PRC Final Last day to deposit FY26 cash and checks Last day for FY26 budget docs	Load Payroll Overnight			

## July 26

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