

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 |
| | | AP received by 4:00 Load Payroll Overnight No new FY24 Chart of Accounts (Fund & Detail) | Holiday | | 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 | | | | |