May 23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 30	May 1	2 AP received by 4:00 Load Payroll Overnight	3 Last Day JV's @ noon Run STACAP overnight	4 Post Profit Transfer Close Period #10	5 EOM reports in DocuWare	6
7	8	9 AP received by 4:00 Load Payroll Overnight	10	11	12 Agencies submit list of carrying accounts to Sandy Royce	13
14	15 Last day to submit RQS for competitive bid with July 1 purchase date Last day to submit CTs $1M+ with July 1 start	16 AP received by 4:00 Load Payroll Overnight	17	18	19	20
21	22	23 AP received by 4:00 Load Payroll Overnight	24	25	26 Last day for P-card purchases to expend FY23 funds	27
28	29	30 AP received by 4:00 Load Payroll Overnight DEP Finance charge job	31	June 1	2	3

June 23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 28	29	30	31	June 1	2	3
4	5	6	7	8	9	10
	Last Day JV's @ noon Run STACAP overnight 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 Post Profit Transfer Close Period #11	EOM reports in DocuWare			
11	12	13	14	15	16	17
		AP received by 4:00 Load Payroll Overnight			Last day to submit FY23 non-emergency DOs	New Year Table Initialization
18	19	20	21	22	23	24
	Holiday	AP received by 4:00 Load Payroll Overnight DEP Finance charge job No new FY23 Chart of Accounts (Fund & Detail)			Last day for FY23 vendor approvals	
25	26	27	28	29	30	July 1
	FY23 AP received by 12:00	Load Payroll Overnight			All FY23 GAX & PRC Final Last day to deposit FY23 cash & checks Last day for FY23 budget docs	

July 23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 25	26	27	28	29	30	July 1 Open activity roll (CT, BPO, DO, RE) Contract Roll (Staged Contracts)
2	3 Holiday Load Payroll Overnight	4 Holiday	5	6	7 Last Day FY23 JV's @ noon Run STACAP overnight	8
9	10 Post Profit Transfer Close Period #12	11 AP received by 4:00 Load Payroll Overnight EOM reports in DocuWare	12	13	14	15
16	17	18 AP received by 4:00 Load Payroll Overnight	19	20	21	22 Unobligated Budget Roll Unexpended Budget Roll
23	24 Period #13 reports in DocuWare (includes quarterly reports)	25 AP received by 4:00 Load Payroll Overnight DEP Finance charge job	26	27	28	29
30	31					