

# Business Operations Center (BOC) Calendar

**Due Dates and Deadlines**  
 FC: Fiscal Close Tentative Dates/Deadlines

**BOC Events**  
 BP: Business Partner

**Holidays**

**UNIVERSITY OF CALIFORNIA**  
 Agriculture and Natural Resources

## April 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11 BOC Q&A Office Hours: 10-11am	12
15	16 UCCE Office Managers & BP Teams: 10-11am	17 UCCE Office Managers & BP Teams: 10-11am	18	19
21	22	23	24 BOC Q&A Office Hours: 10-11am	25
28	29	30		

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## May 2024

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9 BOC Q&A Office Hours: 10-11am	10
13	14	15 UCCE Office Managers & BP Teams: 10-11am	16	17 FC: New Supplier Request
20	21 UCCE Office Managers & BP Teams: 10-11am	22	23 BOC Q&A Office Hours: 10-11am	24 FC: Requests for Purchase Orders; Blanket Purchase Requests
27	28	29	30	31

# Business Operations Center (BOC) Calendar

**Due Dates and Deadlines**  
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June 2024

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 <b>FC:</b> Last day to use UC ANR P-card	6	7 <b>FC:</b> Salary Cost Transfers due to BOC (corrections to May ledgers)
10	11	12 <b>FC:</b> Last day: <ul style="list-style-type: none"> <li>To reconcile P-Card reports</li> <li>For Aggie Enterprise Punchout purchases</li> </ul>	13 <b>BOC Q&amp;A Office Hours:</b> 10-11am	14 <b>FC:</b> <ul style="list-style-type: none"> <li>Funding changes must be submitted in WFA and routing</li> <li>Accounts Payable documents to BOC</li> <li>Last day to send SCC package w/ live check</li> <li>Last day for local bank deposits</li> <li>Requests for non-payroll transfer JVs to Bus Partner Team</li> <li>Travel &amp; entertainment expense reports due in AggieExpense</li> </ul>
17	18 <b>UCCE Office Managers &amp; BP Teams:</b> 10-11am <b>FC:</b> Last day for CDs to approve T&E reports in AggieExpense	19 <b>UCCE Office Managers &amp; BP Teams:</b> 10-11am	20	21 <b>FC:</b> Statement of Cash Collections (SCC) and cash receipt documents to BOC
24 <b>FC:</b> Salary Cost Transfers due to BOC (corrections to June ledgers)	25	26	27 <b>BOC Q&amp;A Office Hours:</b> 10-11am	28

**Funding Freeze:** June 21-27<sup>th</sup>

**Fiscal Close:** Saturday, June 30, 2024