

# Business Operations Center (BOC) Calendar

 Due Dates & Deadlines  
*FC: Fiscal Close*     BOC Events     Holidays

**May 2023**

# Business Operations Center (BOC) Calendar

## June 2023

MON 29	TUE 30	WED 31	THU Jun 1	FRI 2
Memorial Day		NorCal UCCE Site Visit: 10am - 3pm		
5	6	7 FC: P-Card use ends	8 BOC Q&A Office Hours: 10-11am	9 FC: DR salary transfers due
12	13	14 FC: Submit Pcard reconciliation reports	15 FC: Submit purchases (AggieBuy)	16 FC: Accounts Payable docs due FC: GEC requests due FC: SCC and check deposits FC: Send SCC package w/ live check FC: T&E reports in for BOC review
19 Juneteenth	20 FC: SCCs & cash receipts UCCE Office Mgrs & BP Teams 1&2: 10-11am	21 UCCE Office Mgrs & BP Teams 3&4: 10-11am	22 BOC Q&A Office Hours: 10-11am FC: CD T&E approval	23
26	27	28	29	30

# Business Operations Center (BOC) Calendar

## July 2023

MON 3	TUE 4	WED 5	THU 6	FRI 7
	Independence Day	Quarterly recharge invoices to units		
10	11	12	BOC Q&A Office Hours: 10-11am	14
17	UCCE Office Mgrs & BP Teams 1&2: 10-11am	UCCE Office Mgrs & BP Teams 3&4: 10-11am	20	21
24	Sac/Yolo UCCE Site Visit - TBD	26	BOC Q&A Office Hours: 10-11am	28
31	Aug 1	2	3	4