

# Business Operations Center (BOC) Calendar

**Due Dates and Deadlines**  
Federal Fiscal Close: FFC

**BOC Events**  
BP: Business Partner

**Holidays**

**UNIVERSITY OF CALIFORNIA**  
Agriculture and Natural Resources

## September 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12 <b>BOC Q&amp;A Office Hours:</b> 10-11am	13 <b>FFC:</b> <ul style="list-style-type: none"> <li>Last day: P-Card Purchases</li> <li>Last day: Aggie Enterprise Punchout Purchases</li> <li>Low value purchase orders (Requisitions/POs) made w/out Pcard</li> </ul>
16 <b>FFC:</b> <ul style="list-style-type: none"> <li>Last day: WFA Check Requests</li> <li>Invoices for approved POs due to BOC</li> </ul>	17 <b>UCCE Office Managers &amp; BP Teams: 10-11am</b>	18 <b>UCCE Office Managers &amp; BP Teams: 10-11am</b>	19	20 <b>FFC:</b> <ul style="list-style-type: none"> <li>Last day: P-Card and Travel-Card expense reports</li> </ul>
23	24	25	26 <b>BOC Q&amp;A Office Hours:</b> 10-11am	27
30 <b>Federal Fiscal Close</b>				

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## October 2024

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10 BOC Q&A Office Hours: 10-11am	11
14	15 UCCE Office Managers & BP Teams: 10-11am	16 UCCE Office Managers & BP Teams: 10-11am	17 ANR Town Hall – BOC Updates: 2-3pm	18
21	22	23	24 BOC Q&A Office Hours: 10-11am  Our 2 Cents - Quarterly Webinar: 12-12:30pm	25
28 County & Area Director Meeting - Davis	29	30	31	

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## November 2024

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7 BOC Q&A Office Hours: 10-11am	8
11	12	13	14	15
18	19 UCCE Office Managers & BP Teams: 10-11am	20 UCCE Office Managers & BP Teams: 10-11am	21 BOC Q&A Office Hours: 10-11am	22
25	26	27	28 Holiday	29

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## December 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 BOC Administrative Services Onsite Training <i>(under development)</i>	5	6
9	10	11	12 BOC Q&A Office Hours: 10-11am	13
16	17 UCCE Office Managers & BP Teams: 10-11am	18 UCCE Office Managers & BP Teams: 10-11am	19	20
23 Holiday	24 Holiday	25 Holiday	26	27
30 Holiday	31			