

Business Operations Center (BOC) Calendar

Due Dates & Deadlines | FC = Fiscal Close

Events & Trainings

Holidays

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

January 2025

Monday	Tuesday	Wednesday	Thursday	Friday
		1 New Year's Day	2	3
6	7 BOC New Employee Orientation: 9:30-11:30am	8	9 BOC Q&A Office Hours: 10-11am	10
13	14	15	16 Admin Monthly BP Meeting: 10-11am	17
20 Martin Luther King, Jr. Day	21 UCCE Office Managers & BP Teams: 11am-12pm	22 UCCE Office Managers & BP Teams: 9:30-10:30am	23 BOC Q&A Office Hours: 10-11am	24
27	28 Effort Reporting Certifications due by EOD	29	30	31

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February 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 BOC New Employee Orientation: 9:30-11:30am	5	6	7
10 General Purchasing Review: 11am – 12:30pm	11	12	13 BOC Q&A Office Hours: 10-11am	14
17 President's Day	18 UCCE Office Managers & BP Teams: 11am – 12pm	19 UCCE Office Managers & BP Teams: 9:30-10:30am	20 Admin Monthly BP Meeting: 10-11am Admin Quarterly BP Meeting: 11am – 12pm	21 Review of Purchasing Types: 11:30am – 1pm
24	25	26	27 BOC Q&A Office Hours: 10-11am	28
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March 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 BOC New Employee Orientation: 9:30-11:30am	5	6	7
10	11	12	13 BOC Q&A Office Hours: 10-11am	14
17	18 UCCE Office Managers & BP Teams: 11am – 12pm	19 UCCE Office Managers & BP Teams: 9:30-10:30am Admin Monthly BP Meeting: 10-11am	20	21
24	25	26	27 BOC Q&A Office Hours: 10-11am	28 Cesar Chavez Day
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April 2025

Monday	Tuesday	Wednesday	Thursday	Friday
	1 BOC New Employee Orientation: 9:30-11:30am	2	3	4
7	8	9	10 BOC Q&A Office Hours: 10-11am	11
14	15 UCCE Office Managers & BP Teams: 11am – 12pm	16 UCCE Office Managers & BP Teams: 9:30-10:30am	17 Admin Monthly BP Meeting: 10-11am	18
21	22	23	24 BOC Q&A Office Hours: 10-11am	25
28	29	30		

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May 2025

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6 BOC New Employee Orientation: 9:30-11:30am	7	8 BOC Q&A Office Hours: 10-11am Webinar: Software Purchasing 12-12:30pm	9
12	13	14	15 Admin Monthly BP Meeting: 10-11am Admin Quarterly BP Meeting: 11am – 12pm	16
19	20 UCCE Office Managers & BP Teams: 11am – 12pm FC: New supplier deadline	21 UCCE Office Managers & BP Teams: 9:30-10:30am FC: Inter-location transfer (ITF) deadline	22 BOC Q&A Office Hours: 10-11am	23 FC: Requests for Purchase Orders (RPO) and Blanket Purchase Requests that require Davis approval
26 Memorial Day	27	28	29	30

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June 2025

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 BOC New Employee Orientation: 9:30-11:30am	4 FC: Last day to use UC ANR P-cards for posting to June ledger	5	6 FC: Salary Cost Transfer (SCTs) due to BOC - for May Ledgers
9	10	11 FC: Last day for AE Punchout purchases	12 BOC Q&A Office Hours: 10-11am	13 FC: See below
16 FC: Request to close Aggie Enterprise Close PO FC: Last day to submit Inter-campus Financial Recharges (IOC)	17 UCCE Office Managers & BP Teams: 9:30-10:30am UCCE Office Managers & BP Teams: 11am – 12pm FC: AD/CDs approve AggieExpense Travel reports	18 FC: Last day to: submit Pcard reconciliation reports in AggieExpense for posting to June ledgers. FC: Accounts Payable documents due to BOC	19 Juneteenth Admin Monthly BP Meeting: 10-11am	20 FC: Last day to submit SCC and cash receipt packets to BOC Funding Freeze 6/20-6/26
23 FC: Salary Cost Transfer (SCTs) due to BOC - for June Ledgers	24	25	26 BOC Q&A Office Hours: 10-11am	27

June 13 Deadlines/Last Day to:

- Complete and submit travel and entertainment reports due in AggieExpense for BOC review.
- Requests for Purchase Order (RPO) that do not require Davis Purchasing review
- Send Statement of Cash Collections (SCC) package with live check
- Non-payroll expense transfer requests (Journal Vouchers (JVs)) due to BOC
- Funding changes in WFA submitted and routing by 5pm

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July 2025

Monday	Tuesday	Wednesday	Thursday	Friday
	1 BOC New Employee Orientation: 9:30-11:30am	2	3	4 Independence Day
7	8 FC: Accounts Payable Subledger closes	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 Admin Monthly BP Meeting: 10-11am	18
21	22	23	24 BOC Q&A Office Hours: 10-11am	25
28	29	30	31	

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August 2025

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 BOC New Employee Orientation: 9:30-11:30am	6	7	8
11	12	13	14 BOC Q&A Office Hours: 10-11am	15
18	19 UCCE Office Managers & BP Teams: 10-11am	20 UCCE Office Managers & BP Teams: 10-11am	21 Admin Monthly BP Meeting: 10-11am Admin Quarterly BP Meeting: 11am – 12pm	22
25	26	27	28 BOC Q&A Office Hours: 10-11am Webinar: Topic TBA 12-12:30pm	29

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September 2025

Monday	Tuesday	Wednesday	Thursday	Friday
1 Labor Day	2 BOC New Employee Orientation: 9:30-11:30am	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 Admin Monthly BP Meeting: 10-11am	19
21	22	23	24 BOC Q&A Office Hours: 10-11am	25
29	30		31	

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October 2025

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7 BOC New Employee Orientation: 9:30-11:30am	8	9 BOC Q&A Office Hours: 10-11am	10
13	14 Admin Monthly BP Meeting: 10-11am	15 UCCE Office Managers & BP Teams: 10-11am	16	17
20	21 UCCE Office Managers & BP Teams: 10-11am	22	23 BOC Q&A Office Hours: 10-11am	24
27	28	29	30	31

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November 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 BOC New Employee Orientation: 9:30-11:30am	5	6 Webinar: Topic TBA 12-12:30pm	7
10	11 Veteran's Day	12	13 BOC Q&A Office Hours: 10-11am	14
17	18 UCCE Office Managers & BP Teams: 10-11am	19 UCCE Office Managers & BP Teams: 10-11am	20 Admin Monthly BP Meeting: 10-11am Admin Quarterly BP Meeting: 11am – 12pm	21
24	25	26	27 Thanksgiving	28 Thanksgiving

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December 2025

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1	2 BOC New Employee Orientation: 9:30-11:30am	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 Admin Monthly BP Meeting: 10-11am	19
22	23	24 Christmas Eve	25 Christmas Day	26 Holiday Curtailment
29 Holiday Curtailment	30 Holiday Curtailment	31 New Year's Eve		