**First Quarter (July 1 – September 30)**

July Fiscal Year Begins

 Finalize & Rank future fiscal year Operating & Capital Budget Requests

 Finalize material for OIT Annual Report

 Set up Utility Encumbrances

 Journal Voucher (JV) deadline (prior FY)

 Close Fixed Assets (Capital Inventory) (prior FY)

August Annual Billing for Recharge (Telephones, Servers, Shared Storage)

 Distribute OIT Annual Report

September Begin Performance Based Budget (PBB) Report/Presentation

**Second Quarter (October 1 – December 31)**

October PBB Presentations (SW, UAA, UAF, UAS)

 Federal FY Starts (per diem rate changes)

 First Quarter Summary/Analysis – Purchasing Log Reconciliation

 Management Report (UAF)

November Begin Inventory (UAF/SW)

 Management Report (UAF)

December Contract Renewals for next Calendar Year

**Third Quarter (January 1 – March 31)**

January Begin TAB proposals for next FY

 Finalize Inventory (UAF/SW)

 Mid-Year Review for Recharges

 Second Quarter Summary/Analysis – Purchasing Log Reconciliation

 Management Report (UAF/SW)

 Leave Projections (UAF/SW)

February Finalize TAB proposals for next FY

 Recharge Proposal Planning Begins

March Begin Budget Structure for next FY

 Begin Business Plans for next FY Recharge

 Begin Renewal of Service Level Agreements for next FY

**Fourth Quarter (April 1 – June 30)**

April Next FY Recharge Proposals Due

Procurement Deadline (greater than $50,000)

 Begin Updating/Drafting future FY Operating & Capital Requests

 Third Quarter Summary/Analysis – Purchasing Log Reconciliation

 Management Report (UAF)

 Leave Projections (UAF)

May Procurement Deadlines (greater than $5,000)

 Finalize Budget Structure for next FY

 Finalize Service Level Agreements for next FY

 Management Report (SW)

 Leave Projections (SW)

June Procurement Ends

 Final Billings for Recharge

 Contract Renewals for next FY

 Begin Collection of Annual Report Data

 Utility Encumbrance Close Out

 Reconcile/Review/Renew Grants & Contracts

 Fiscal Year Ends

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