

2026

JUNE



CALENDAR YEAR

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Business Intelligence, Analytics, and Communication

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 ***These dates are subject to change as Comptroller's Office supplies the official FYE Calendar***	01 PCard Verifications Due (MAY) WebTMA Upload Building Manager Survey Capital Project Recon FS Admin OH Fees (MAY & JUN) DF ATM Lease Invoice USFS Admin Fee Invoice Lease IDTs (FONT/BEAV) Lease Invoices (BURY/ADEL) Verizon Bill (FONT/HVAC) Verizon UTIL Invoice	02	03 PCard Approvals Due (MAY) Send FY26 Encumbrance Data Request F&A Allocation XFER by UBO BIAC Support XFER	04 FYE Checklist (Recons) Building Manager Survey Results FS Weekly Newsletter FS Listserv Updates	05 CLOSED - True Blue Fridays	06
07	08 Payroll Due WebTMA Upload Building Manager Survey WCC Sqaure Footage Billing (JUN).	09 New FY27 PRs Begin PM Fee Tree Updates FY25 Open Encumbrance Reports UPD: Submit FY26 Motorola PR Case	10 PCard Approvals Due (JUL) CI/PM Fee Allocations State Risk Insurance Invoice BOND Draws Q4 Plant Fund Review	11 Month-End Closing (JUN) SOF/FSLT Reports (MAY)	12 CLOSED - True Blue Fridays PAYDAY	13
14	15 Travel/Non Travel Reimb DUE WebTMA Upload Building Manager Survey	16 TMA Stock/NStock Deadline TMA Non-Stock PR Deadline PCard Purchase Deadline Reconcile Claims/PD&C Clearing UTIL Balance Sheet Recons Pay Centurylink (FONT/BEAV)	17 FY26 Deposits DUE @5pm PCard Approvals Due (JUL) SOF/FSLT Reports (JUN) FYE Checklist (Recons) Building Manager Survey Results FS Weekly Newsletter FS Listserv Updates	18 CLOSED - Juneteenth	19 CLOSED - True Blue Fridays	20
21	22 Payroll Due TMA OTC Stock Deadline WebTMA Upload Building Manager Survey (FINAL)	23 PCard Verif. Due (thru 6.22)	24 Funding Change Forms DUE Foundation CR Deadline Lease Audit Report Due Future Receivables Report Reconcile WO Chargebacks Reconcile PO Spreadsheets Reconcile Claims/PD&C Clearing	25 SOF/FSLT Reports (JUN) Q4 Trade Ops/WO Recon WCC FY24 WO's Closed FYE Checklist (Recons) Building Manager Survey Results FS Weekly Newsletter (FINAL) BOND Draws (JUN)	26 CLOSED - True Blue Fridays PAYDAY	27
28	29 FY26 Deposits DUE @9am WebTMA Upload	30 Annual Asset Inventory Due ECAP Utility Upload Reconcile Deposits Reconcile Balance Sheets Reconcile MISC Lease WCC iSD Disabled (12pm) WebTMA Counters and Charge-out Rates Updated (8pm)	01 FY26 Invoices Due PCard Verifications Due (JUN) Begin Backdating FY26 Begin Upload FY27 Invoices WCC iSD Enabled (8am) FS Listserv Updates FY26 Trade Ops/WO Chargebacks FYE Checklist (Recons) TMA CS PO Close-Outs DUE FY26 TMA Daily/Logs DUE UTIL: Submit ECAP ITS Checklist UPD: FY24 Motorola PAY/INV Due UPD: FY24 AppArmor INV/IDT Due	02 CLOSED - Independence Day	03 CLOSED - True Blue Fridays	04

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Business Intelligence, Analytics, and Communication

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 ***These dates are subject to change as Comptroller's Office supplies the official FYE'25 Calendar***	29 FY26 Deposits DUE @9am WebTMA Upload Building Manager Survey	30 Annual Asset Inventory Due ECAP Utility Upload Reconcile Deposits Reconcile Balance Sheets Reconcile MISC Lease WCC iSD Disabled (12pm) WebTMA Counters and Charge-out Rates Updated (8pm)	01 FY26 Invoices Due PCard Verifications Due (JUN) Begin Backdating FY26 Begin Upload FY27 Invoices WCC iSD Enabled (8am) FS Listserv Updates FY26 Trade Ops/WO Chargebacks FYE Checklist (Recons) TMA CS PO Close-Outs DUE FY26 TMA Daily/Logs DUE UTIL: Submit ECAP ITS Checklist UPD: FY24 Motorola PAY/INV Due UPD: FY24 AppArmor INV/IDT Due	02 CLOSED - Independence Day	03 CLOSED - True Blue Fridays	04
05	06 Payroll Due FY26 WebTMA Upload (FINAL) Verizon Bill (FONT/HVAC) USFS Admin Fee Invoice DF ATM Lease Invoice Lease IDTs (FONT/BEAV) Lease Invoices (BURY/ADEL) Verizon UTIL Invoice Q4 FS Hallway Copier Recon Q4 Comp Time Report	07 PM Fee Tree Updates Capital Project Recon PD&C Encumbrance Report	08 FY26 Final Foundation Reimb PCard Approvals Due (JUN) PCard Approvals Due (JUL) Admin/IT OH Fee (JUN) FYE Checklist (Recons) Q4 Plant Fund Report & Xfer CI/PM Fee Allocations State Risk Insurance Invoice BOND Draws (JUN)	09 Month-End Closing (JUN) FY26 AP VOUs Due Department Interface Deadline IST/ONL Transfers Due Final FY26 BIAC IDT Requests	10 CLOSED - True Blue Fridays PAYDAY	11
12	13 FY26 PO's Closed IPT Transfers Due FY27 WebTMA Upload (1st)	14 MAND/VOL/IDT Due Capital Project 739100 XFRS	15 PCard Approvals Due Pay Centurylink (FONT/BEAV)	16 Fund Transfer Forms Due FS Weekly Newsletter FS Listserv Updates	17 CLOSED - True Blue Fridays	18
19	20 Payroll Due WebTMA Upload	21	22 PCard Approvals Due Reconcile Claims/PD&C Clearing	23 COF Invoice for Radio Analyst	24 CLOSED - True Blue Fridays PAYDAY	25
26	27 WebTMA Upload	28	29 PCard Approvals Due Reconcile Deposits Reconcile Balance Sheets Reconcile MISC Lease	30 ECAP Utility Upload Building Manager Survey Results FS Listserv Updates	31 CLOSED - True Blue Fridays	01

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