**January 18**
- New Year’s Day 01/01/18 Closed
- December Journals Due 01/08/18
- eReports ready for print 01/09/18
- Ext Prof Presentation 01/16/18
- Report Monthly Sales Tax 01/12/18
- Martin Luther King Day 01/15/18 Closed
- Reconcile PCard 01/30/18
- County Approp Form 01/31/18
- Bank Statement/Recon 01/31/18
- Close old CY Purchase Orders

**February 18**
- January Journal Deadline 02/07/18
- eReports ready for print 02/08/18
- Report Monthly Sales Tax 02/15/18
- Reconcile PCard deadline 02/27/18
- Update non-capital inventory list

**March 18**
- February Journal Deadline 03/07/18
- eReports ready for print 03/08/18
- Report Monthly Sales Tax 03/15/18
- Reconcile PCard deadline 03/29/18
- Non Cap Equipment Logs 03/30/18
- 1099-INT forms 03/30/18

**April 18**
- March Journal Deadline 04/06/18
- eReports ready for print 04/07/18
- Report Monthly Sales Tax 04/15/18
- Reconcile PCard deadline 04/27/18

**May 18**
- April Journal Deadline 05/06/18
- eReports ready for print 05/07/18
- Report Monthly Sales Tax 5/15/18
- Memorial Day 05/28/18 Closed
- Ext Volunteer insurance 05/31/18
- University Fund Mtnc 05/31/18
- Reconcile PCard deadline 05/30/18
- Create eRequest to create FY POs*

**June 18**
- May Journal Deadline 06/07/18
- eReports ready for print 06/08/18
- Submit FY invoices by 06/11/18
- Report Monthly Sales Tax 06/15/18
- Reconcile PCard deadline 06/28/18

**July 18**
- Independence Day (Wed) Closed
- June (1st close) 07/09/2018
- eReports ready (1st Close) 07/10/2018
- Report Monthly Sales Tax 07/15/18
- June (2nd close) Journals 07/19/2018
- eReports ready (2nd Close) 07/20/2018
- Reconcile PCard deadline 2nd to last bus day
- Annual PIERR reports due 7/31/18
- Ext Bank Statement/Recon 7/31/18
- Plan budgets for new fiscal year
- Pull Convenience order list
- Close old FY Purchase Orders

**August 18**
- July Journal Deadline 5th bus day
- eReports ready for print 6th bus day
- Report Monthly Sales Tax 8/15/18
- Reconcile PCard deadline 2nd to last bus day
- Extension Insurance Rpt 08/31/18

**September 18**
- Labor Day Closed 09/03/2018
- August Journal Deadline 5th bus day
- eReports ready for print 6th bus day
- Report Monthly Sales Tax 09/15/18
- Reconcile PCard deadline 2nd to last bus day

**October 18**
- Sept. Journal Deadline 5th bus day
- eReports ready for print 6th bus day
- Report Monthly Sales Tax 10/15/18
- Reconcile PCard deadline 2nd to last bus day
- Personal report form 10/30/18

**November 18**
- Create eRequest to create CY POs*
- October Journal Deadline 5th bus day
- eReports ready for print 6th bus day
- Veteran’s Day Closed 11/12/2018
- Report Monthly Sales Tax 11/15/18
- Thanksgiving/Columbus Day Closed 11/22-23/2018
- Reconcile PCard deadline 2nd to last bus day

**December 18**
- Nov. Journal Deadline 5th bus day
- Submit invoices by 12/01/18
- eReports ready for print 6th bus day
- Report Monthly Sales Tax 12/15/18
- President’s/Christmas Day Closed 12/24-25/2018
- Reconcile PCard deadline 2nd to last bus day
- Sales Tax Check (if applicable) to Columbus 12/28/18

**On your Birthday:** Driver Registration Forms need to be submitted to your business operations center each time you get a new driver’s license.

*OARDC, ATI, Academic Units and CFAES Administrative Units are on a fiscal year, Extension County and Regional Offices are on calendar year.