

**PHASE 36 CALENDAR
2022-23**

2022

- July 1** Office of Budget and Financial Planning (OBFP) sends Phase 36 Equipment Trust Fund allocations and instructions to Deans/Vice Presidents.
- July 1** Web-based collection system opens for users to enter equipment request information.
- August 31** Web-based collection system closes to users.
- September 1-23** OBFP aggregates and reviews the equipment requests; assigns reference numbers, and prepares the data for submission to SCHEV. OBFP submits equipment to SCHEV for approval.
- September 28** OBFP returns internally approved lists to departments and notifies campus of permission to begin spending.

2023

- March 31** Recommended final day for departments to enter ETF requisitions into HokieMart to allow sufficient time for items to arrive, be paid, and tagged.
- June 16** Deadline for ETF invoices to be submitted to Controller's Office for payment in FY23. Please remember to work with Fixed Assets to ensure that all equipment is properly tagged and inventoried.
- June 30** Phase 36 ETF expenditures must be complete before the close of fiscal year 2022-23.
- July** Phase 36 ETF close-out process