

**PHASE 38 CALENDAR
FY25**

2024

- June 12** OBFP sends Phase 38 Equipment Trust Fund allocations and instructions to Deans/Vice Presidents.
- June 12** Web-based collection system opens for users to enter equipment request information.
- July 12** Last day to enter equipment request information; web-based collection system closes to users.
- July 15-19*** OBFP aggregates and reviews the equipment requests; assigns reference numbers, and prepares the data for submission to SCHEV.
- July 19*** OBFP submits equipment to SCHEV for approval.
- August*** OBFP returns approved lists to departments after notification by SCHEV. Spending is authorized.

2025

- March 31** Recommended final day for departments to enter ETF requisitions into HokieMart to ensure equipment can arrive before June deadline. Orders can still be placed after this date, but be mindful of the timeline for receiving, paying, and tagging.
- June 13** Deadline for ETF invoices to be submitted to Controller's Office for payment. Please remember to work with Fixed Assets to ensure that all equipment is properly tagged and inventoried.

*estimated dates, subject to change per SCHEV timeline