

PHASE 31 CALENDAR**2017**

- June 30** Office of Budget and Financial Planning (OBFP) sends Phase 31 Equipment Trust Fund allocations and instructions to Deans/Vice Presidents.
- July 5** Web-based collection system opens for users to enter equipment request information.
- August 31** Last day to enter equipment request information; web-based collection system closes to users.
- September 5-8** OBFP aggregates the equipment requests; reviews the requests for ineligible items, assigns reference numbers, and prepares the data for submission to SCHEV.
- September** OBFP submits equipment list to SCHEV for review and approval.
- November-December** OBFP returns approved lists to departments after notification by SCHEV.

2018

- March 30** Final day for departments to enter ETF requisitions into HokieMart.
- June 20** 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.