

**PHASE 35 CALENDAR  
2021-22**

**2021**

- July 1** Office of Budget and Financial Planning (OBFP) sends Phase 35 Equipment Trust Fund allocations and instructions to Deans/Vice Presidents.
- August** Web-based collection system opens for users to enter equipment request information.
- September 3** Last day to enter equipment request information; web-based collection system closes to users.
- September** OBFP aggregates the equipment requests; reviews the requests for ineligible items, assigns reference numbers, and prepares the data for submission to SCHEV.
- Mid-September** OBFP submits equipment list to SCHEV for review and approval.
- November-December** OBFP returns approved lists to departments after notification by SCHEV.

**2022**

- March 31** Final day for departments to enter ETF requisitions into HokieMart.
- June 17** 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.