



May 2017

**FY17 P-Card
Deadlines & Yearly
Training**

FY17 P-Card transactions posted through June 15 must be allocated and approved by the dates listed below.

Cardholder Allocation/Sign Off due by 5 pm June 16

Approver Sign Off due by 5pm June 19

If a transaction is swept, the correcting JV must be submitted by June 23

P-Card charges incurred after June 15 will be recorded to FY18

For questions related to P-Card charges or dates for submission please contact pcardadm@gmu.edu



All training in Merten Hall, Rm. 2001 unless otherwise noted



New Employee Fiscal Orientation	Day/Time		Description
Fiscal Orientation 1: Financial Transactions & Reconciliation	Tuesday, 5/09	9:30am – 3:00pm Includes lunch break	An introduction to financial operations at Mason including: Banner Finance, MicroStrategy and reconciliation.
Fiscal Orientation 2: eVA Purchasing & P-Card Allocation	Thursday, 5/11 Thursday, 5/25	9:30am – 2:00pm 9:30am – 2:00pm Includes lunch break	An overview of Mason policies and procedures for purchasing goods and services including: eVA and P-Card
Fiscal Orientation 3: Travel, Food & Beverage and Purchasing Made Easy	Tuesday, 5/23	9:30am – 3:00pm Includes lunch break	A summary of Mason travel policies and procedures. Special purchases including: food & beverages, contracts, mandatory suppliers and honorariums.

Please call Heather Strange at 3-2089 for more information or to videoconference a session to another campus (3 business days in advance)

Need additional assistance with a fiscal process or procedure? Come to a walk-in session!
Arlington walk-in: May 2, Founders Hall 476 **Science and Technology** walk-in: May 16, Colgan Hall 219
Fairfax walk-in: May 3, 10, 17, 24, 31, Merten Hall 4408

Online Registration Instructions

1. Go to workshops.gmu.edu and choose “Register for Workshops” in the top right corner
2. Log in with your Net ID and password
3. Select “Events” from the top menu
4. In the search box under “View By” choose “Departments,” then “Fiscal Services” and click “Search”
5. Choose the title of the course you would like to take (*Fiscal Orientation 1, 2, 3*)
6. Click on available dates you would like to attend
7. Select “Register” in the bottom right corner

Purchasing & Accounts Payable FY17 Deadlines:
<http://fiscal.gmu.edu/wp-content/uploads/2017/02/Fiscal-Year-End-FY17-1.pdf>