



August 2017

Commonly Used Contracts

Did you know that Mason has many pre-negotiated contracts available for use?

- ❖ State Contracts established by the Purchasing Office provide more favorable prices, reduce procurement lead time and lessen administrative burden.
- ❖ VASCUPP Contracts and other contracts are available for commonly used agencies.

For more information please visit <https://fiscal.gmu.edu/purchasing/purchase-goods-or-services/search-for-an-existing-contract/>



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



| New Employee Fiscal Orientation | Day/Time | | Description |
|--|-------------------------------|--|---|
| Fiscal Orientation 1: Financial Transactions & Reconciliation | Thursday, 8/03 | 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 | Monday, 8/07 Tuesday, 8/29 | 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 | Thursday, 8/24 | 9:30am – 3:00pm Includes lunch break | A summary of Mason travel policies and procedures. Special purchases include: food & beverages, contracts, mandatory suppliers and honorariums. |

Please call Jessica Adams at 3-5966 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: August 8, Founders Hall 324 **Science and Technology** walk-in: August 22, Colgan Hall 219
Fairfax walk-in: August 2, 9, 16, 23, 30 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

Training Manuals and Quick Guides: <https://fiscal.gmu.edu/training/obtain-training-materials/>
Reconciliation Resources: <https://fiscal.gmu.edu/controllers/reconciling/>