**P-Card & BoA deadlines for November and December:**

All cardholders and approvers must allocate and sign-off on P-Card transactions in BoA Works in accordance with the following dates:

- **Thanksgiving Break:**
  - Cardholder sign-off: November 21
  - Approver sign-off: November 27 by 5 pm

- **Winter Break:**
  - Cardholder sign-off: December 19
  - Approver sign-off: December 21 by noon

### Fiscal Orientations & Workshops

<table>
<thead>
<tr>
<th>Fiscal Orientation</th>
<th>Day/Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactions &amp; Reconciliation</td>
<td>9:30am – 3:00pm</td>
<td>Includes lunch break</td>
</tr>
</tbody>
</table>
| 2: eVA Purchasing & P-Card Allocation | Thursday, 11/09
Thursday, 11/30 | 9:30am – 2:00pm
9:30am – 2:00pm  | Includes lunch break                                |
| 3: Travel, Food & Beverage and Purchasing Made Easy | Monday, 11/13 | A summary of Mason travel policies and procedures. Special purchases include: food & beverages, contracts, mandatory suppliers and honorariums. |
|                  | 9:30am – 3:00pm  | Includes lunch break                                                        |

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

**Need additional assistance with a fiscal process or procedure? Come to a walk-in session, 1:30 – 3:30 pm**

- **Arlington** walk-in: November 14, Founders Hall 206
- **Science and Technology** walk-in: November 28, Colgan Hall 219
- **Fairfax** walk-in: November 1, 8, 15 & 29 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/](https://fiscal.gmu.edu/training/obtain-training-materials/)

**Reconciliation Resources:** [https://fiscal.gmu.edu/controllers/reconciling/](https://fiscal.gmu.edu/controllers/reconciling/)