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

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

<table>
<thead>
<tr>
<th>Fiscal Orientations &amp; Workshops</th>
<th>Day/Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Orientation 1: Financial Transactions &amp; Reconciliation</td>
<td>Monday, 11/06 9:30am – 3:00pm</td>
<td>An introduction to financial operations at Mason including: Banner Finance, MicroStrategy and reconciliation.</td>
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<tr>
<td>Fiscal Orientation 2: eVA Purchasing &amp; P-Card Allocation</td>
<td>Thursday, 11/09 9:30am – 2:00pm</td>
<td>An overview of Mason policies and procedures for purchasing goods and services including: eVA and P-Card</td>
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<tr>
<td>Fiscal Orientation 3: Travel, Food &amp; Beverage and Purchasing Made Easy</td>
<td>Monday, 11/13 9:30am – 3:00pm</td>
<td>A summary of Mason travel policies and procedures. Special purchases include: food &amp; beverages, contracts, mandatory suppliers and honorariums.</td>
</tr>
</tbody>
</table>

Please call Jessi 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, 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 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/
Reconciliation Resources: https://fiscal.gmu.edu/controllers/reconciling/