Fiscal Services needs your feedback!

Significant Fiscal Policy and Procedure changes are announced at least 60-days prior to the effective date whenever possible and available for review at https://fiscal.gmu.edu/fiscal-policy-updates/. There will be a 30-day comment period immediately following the announcement.

Please locate The Policies Currently Under Review and provide comments, questions or concerns to fscomm@gmu.edu by the due date noted.

Fiscal Services will give consideration to all comments after the comment period is closed.

*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, 01/08 9:30am – 3:00pm Includes lunch break</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>Tuesday, 01/16 9:30am – 2:00pm Includes lunch break</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>Thursday, 01/25 9:30am – 3:00pm Includes lunch break</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: January 9, Founders Hall 206
- **Science and Technology** walk-in: January 23, Colgan Hall 219
- **Fairfax** walk-in: January 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

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