Annual P-Card Training

It is almost time for the Annual P-Card Training required by the Commonwealth for all cardholders, approvers and reviewers.

This year we are excited to announce that Mason will be administering the training using Blackboard and participants will be able to login with their Patriot Net ID and password.

The deadline to complete training will be April 30, 2018.

Additional information and instruction will be sent by email very soon!

<table>
<thead>
<tr>
<th>Fiscal Orientations &amp; Workshops</th>
<th>Day/Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>Spring 2018 Fiscal Topics</td>
<td>Monday, 4/2 11:00am – 12:00pm Merten Hall, 1201</td>
<td>An overview of Mason Fiscal policies and procedure updates.</td>
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<tr>
<td>Fiscal Orientation 1: Financial Transactions &amp; Reconciliation</td>
<td>Thursday, 4/5 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>Thursday, 4/12 9:30am – 2:00pm Includes lunch break Tuesday, 4/24 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>Thursday, 4/19 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 honorarium.</td>
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<tr>
<td>Introduction to International Tax</td>
<td>Wednesday, 4/18 9:30am – 12:00pm</td>
<td>An overview of International Tax purposes and a brief explanation of policies and procedures related to payments to foreign nationals.</td>
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*All training in Merten Hall, Rm. 2001 unless otherwise noted*

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!

Arlington walk-in: April 3, Founders Hall 206
Science and Technology walk-in: April 17, Colgan Hall 219
Fairfax walk-in: April 4, 11, 18, 25, 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 Materials: https://fiscal.gmu.edu/training/obtain-training-materials/
• Reconciliation Resources: https://fiscal.gmu.edu/controllers/reconciling/