


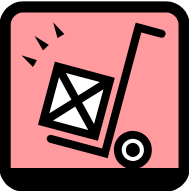



ETF CALENDAR

Early Purchases






<http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/equipment-trust-fund.shtml>

<p align="center">-- August -- (8/1 – 8/28)</p> <p>Department submits “ETF – Early Purchase form” to Judy Murphy at murphyjw@jmu.edu</p>	
<p align="center">-- August -- (8/1 – 8/28)</p> <p>Fixed Assets reviews ETF–Early Purchase requests and issues ETF reference numbers back to the department with instructions for how to proceed with ordering the equipment</p>	
<p align="center">-- August -- (8/15 – 9/30)</p> <p>Department initiates ETF orders in eVA; Fixed Assets approves all eVA orders. Orders over \$10,000 will proceed to the Procurement Office.</p>	
<p align="center">-- August(current yr) through June (of next yr) --</p> <p>Department receives ETF equipment and submits the paperwork/information required to complete the purchase.</p>	
<p align="center">-- August(current yr) through June (of next yr) --</p> <p>Fixed Assets will visit department and tag ETF equipment with ETF inventory tag. ETF equipment must remain in inventory for a minimum of 7 years (3 years for computers; 5 years for servers)</p>	

ETF CALENDAR

Pending Approval Purchases

<http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/equipment-trust-fund.shtml>

<p style="text-align: center;">-- August/Sept -- (8/1 – 8/28)</p> <p>Department submits “ETF – Pending Approval form” to etf@jmu.edu; Attention: Barbie Shifflett</p>	
<p style="text-align: center;">-- September -- (9/1 – 9/16)</p> <p>Budget Office and Finance review ETF–Pending Approval requests and submits list of JMU approved items to SCHEV for final approval.</p>	
<p style="text-align: center;">-- October/December -- (10/1 – 12/30)</p> <p>SCHEV approves JMU ETF request; Budget Office distributes ETF reference numbers to Departments with instructions for how to proceed with ordering equipment.</p>	
<p style="text-align: center;">-- October through January (of next year) -- (10/15 – 1/31)</p> <p>Department initiates ETF orders in eVA; Fixed Assets approves all eVA orders. Orders over \$10,000 will proceed to the Procurement Office.</p>	
<p style="text-align: center;">-- October through June (of next year) --</p> <p>Department receives ETF equipment and submits the paperwork/information required to complete the purchase.</p>	
<p style="text-align: center;">-- October through June (of next year) --</p> <p>Fixed Assets will visit department and tag ETF equipment with ETF inventory tag. ETF equipment must remain in inventory for a minimum of 7 years (3 years for computers; 5 years for servers)</p>	