ETF CALENDAR
Early Purchases

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

-- August -- (8/1 – 8/28) Department submits "ETF – Early Purchase form" to Mariea McNeill at mcneilma@jmu.edu	
-- August -- (8/1 – 8/28) 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	
-- August -- (8/15 – 9/30) Department initiates ETF orders in eVA; Fixed Assets approves all eVA orders. Orders over $10,000 will proceed to the Procurement Office.	
-- August (current yr) through June (of next yr) -- Department receives ETF equipment and submits the paperwork/information required to complete the purchase.	
-- August (current yr) through June (of next yr) -- Fixed Assets will visit the 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)	

ETF CALENDAR
Pending Approval Purchases

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

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