

**PHASE 37 CALENDAR
FY24**

2023

- May 23** Office of Budget and Financial Planning (OBFP) notified by SCHEV of July 17 Wishlist finalization date.
- June 16** OBFP sends Phase 37 Equipment Trust Fund allocations and instructions to Deans/Vice Presidents. Web-based collection system opens for users to enter equipment request information.
- July 10** Last day to enter equipment request information; web-based collection system closes to users.
- July 10 - 17** OBFP aggregates and reviews the equipment requests; assigns reference numbers, and prepares the data for submission to SCHEV.
- July 17** OBFP submits equipment to SCHEV for approval.
- August** OBFP returns approved lists to departments after notification by SCHEV. Spending is authorized.

2024

- March 29** Recommended final day for departments to enter ETF requisitions into HokieMart to ensure equipment can arrive before June deadline. Orders can still be placed after this date, but be mindful of the timeline for receiving, paying, and tagging.
- June 16** Deadline for ETF invoices to be submitted to Controller's Office for payment. Please remember to work with Fixed Assets to ensure that all equipment is properly tagged and inventoried.