

Calendar for College Treasurers

- 1) Leadership change-over dates: late February
- 2) Authorize new treasurers (Banner, Signature cards, P card applications): Week following change-over
- 3) Banner Training/P Card training for new treasurers:
 - a) Begin training the week after spring break
 - b) Monthly P Card training sessions in February, March & April
 - c) Training for all P Card holders within each college
- 4) Spring meeting with College Treasurers* (new treasurers and current treasurers) and College Coordinators: Week after spring break
- 5) Close out at end of academic year: by May 31
- 6) Fiscal year end: June 30
 - a) Fund balances roll forward to new fiscal year in early August
- 7) Close out of O-week finances: by September Banner close
- 8) Allocations from Dean of Undergraduates for new fiscal year
 - a) Initial allocation: July 15
 - b) Final allocation: During 3rd week of classes
- 9) Fall meeting with College Treasurers and College Coordinators:* early September
- 10) Refresher training: as needed (contact Gerilyn.Gordon@rice.edu with scheduling requests)

*Includes Dean of Undergraduates, VP for Finance and Controller's Office representatives