

- February 28th- Business Officer to Financial Services
  - Consolidated Moveable Asset Listing for the Faculty/School or Shared Service Unit (in Excel), including both prior years', current year's additions, and current year's disposals
  - Asset Tracking Reconciliation for the Faculty/School or Shared Service Unit signed by Business Officer, or emails where there are no trackable assets

Note: Any questions on these timelines can be sent to [finance@queensu.ca](mailto:finance@queensu.ca)