> Send prior year Moveable Asset Listing

- February 20th Departments submit to Business Officers
 - Updated Moveable Asset Listing (in Excel) as a PDF copy of the Signed Asset Tracking Reconciliation Form for

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- 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