

Moveable Asset Tracking

Timelines – Annual Process

Annual Submission:

- First week of February- Financial Services to Business Officers
 - Send prior year Moveable Asset Listing
- February 20th – Departments submit to Business Officers
 - Updated Moveable Asset Listing (in Excel) as at January 31st of current year
 - PDF copy of the Signed Asset Tracking Reconciliation Form for the Department
 - If Department has no trackable assets, document that with email to Business Officer
- 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