

Finance Focus

May/June 2024

The bi-monthly newsletter of the Finance offices of Budget, Business Services, Controller, and Payroll.



Fiscal Year End Deadlines

Fiscal year 2024 will end on June 30, 2024. The FY 24 Year End Memo has been released. Some important deadlines to keep in mind are included below:

June 3-Final day for Procurement and Travel requisition entry.

June 7-Final day for Pcard purchases and TR-1s for travel FY 24 completed. Tr-1s for travel completed June 7-June 30 due immediately upon return to campus.

June 14-Final day for invoices and signed departmental POs submitted to Accounts Payable.

It is essential to adhere to these dates as we move toward the close of the fiscal year. Please reach out to our offices with any questions as we work toward June 30.

Fiscal Year 2025

July 1-Pcard use begins

July 8-Procurement and Travel requisition entry begins

Need to reach us?

479-964-0583 ext.

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accting@atu.edu

Accounts Payable
2306
acctspayable@atu.edu

Budget 3500
budget@atu.edu

Controller 2300
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Disbursing 2304
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Payroll 4311
payroll@atu.edu

Procurement 2581
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Travel Services 3558
travel@atu.edu

Offices located at
404 N. El Paso
Russellville

Are You a Pcard or Tcard Holder?

Refresh your Tcard knowledge with the information below

- Log Instructions
- Quick Reference Guide
- Travel Procedural Manual

Pcard holders see the reference packet here.

Didn't Make it to RCB for Travel Training in April? Session materials are available at here.

Walmart Business Now Available!

Walmart Business accounts are now available to our campus community. Pcard holders have received email notification from Walmart Business and should follow the instructions to sign up to take advantage of the benefits under this new State of AR contract.

Updated Local Catering Guidelines

Compass Group should be your first stop when catering on campus events, however smaller orders may be purchased from local restaurants by following the instructions here.

Conference Agendas Required

When purchasing a conference agenda on your Pcard or submitting for a reimbursement on TR-1 an agenda with the dates and location must be included along with your detailed receipt. Use account code **704805** for all in state conferences and **704810** for all out of state conferences.