ARKANSAS TECH UNIVERSITY

Procurement and Travel Services Newsletter
July/August 2017

P-Card Pointers

A P-Card is a great tool to have at your disposal. It allows for purchases to be made quickly and easily. Don't have one? Click here to find out how to apply. Here are a few things to remember when using your card.

- It can be used to purchase conference registration.
- Only you may use your card.
- Purchases are deducted from your budget once monthly after your log has been submitted.
- Before requesting a new vendor, check to see if a P-card is accepted by the vendor. P-card vendors do not require setup in Banner.

Procurement and Travel Services

Creating value through collaboration.

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First Travel Services Training Video Released

We are excited to announce that the Travel Services requisition training video is available on the web! This is the first in a series of videos that we are planning to release as we strive to make more resources available to our campuses. The video can be viewed here with your One Tech login.

Please Remember….

Fall 2017 will begin before we know it. Take a moment to take stock of needed classroom and office supplies and place those orders soon to allow for shipping times. Also, be sure to enter any travel requisitions that will be needed for the coming weeks.

Business cards are a popular item this time of the year. Not sure how to order? You can see a snapshot of the process here.