



Fiscal Year End Deadlines

Fiscal Year 2023 will end on June 30, 2023. The FY 23 Year End Memo has been released and is available [here](#). Some important deadlines to keep in mind are included below.

May 1-Final day for requisitions for items at or exceeding \$20,000 for bid.

June 2-Final day for Procurement and Travel requisition entry.

June 9-Final day for Pcard purchases and TR-1s for travel FY 23.

June 16-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.

Business Services Office Relocating March 29, 2023

As of March 29, 2023, the Business Services offices will be located at 404 N. El Paso. Please be sure to secure all inter-office correspondence in an envelope with Business Services clearly indicated as the destination.



Procurement and Travel Services

Creating value through collaboration.

Contact us:

Procurement

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Please remember....

Procurement purchase orders are signed and sent to Accounts Payable after items are received or service is performed. Sending these POs to Procurement delays in payment processing.

Double-check Your Pcard Log Info.

Verify your FOAP information is correct prior to PCard log submission. Entering the Fund, Organization, Account, and Program for each transaction can result in typos. A list of the account codes is available at the link below.

[Account Code List](#)