



New Year Refresher

The beginning of the calendar year is a great time to refresh your procedural knowledge. We offer a variety of online training videos that can be viewed at video.atu.edu. Here are a few things to keep in mind as you complete various Procurement and Travel Services processes and forms.

- ✓ TCard and PCard employee agreements-complete all requested fields to ensure your card is delivered in a timely manner and use your ATU address and telephone number only.
- ✓ Purchase all Office Supplies at Staples. This allows us to support the contract we utilize for best pricing.
- ✓ Include original signatures on all Travel Services documents.
- ✓ Procurement and Travel Services requisitions are entered using two different formats. Consider this when you begin entering your requisitions.

2022 TR-1's Due

Please complete and submit any outstanding TR-1's for 2022 travel. Also remember to include signed POs. Timely submission of TR-1's aids in efficient reimbursement to the traveler and current record keeping!

Have a PO for travel you didn't complete? It is a good time of year to check your budgets and request that our offices close any unused purchase orders.

Procurement and Travel Services

*Creating value
through
collaboration.*

Contact us:

Procurement

479-964-0583 ext.

Jessica Holloway 3550

Jennifer Warren 3552

DeAnna Kile 3551

Cindy Hubbard 3553

Kristi Higgs 3554

Tammy Rye 2301

479-968-0269-Main Line

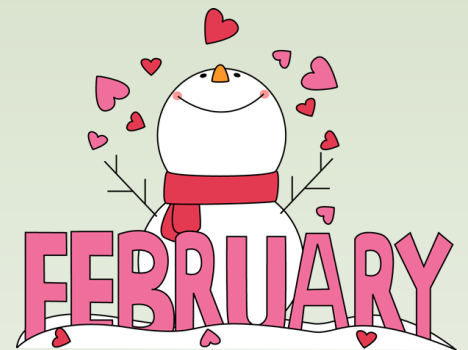
Travel

479-964-0583 ext.

Cindy Pratt 3502

Brooklyn Meeks 3558

479-356-6209-Main Line



Please remember....

Table candy and similar items may only be purchased for departments that are student facing.

Submit All Agreements and Contract to Contracts@atu.edu to begin the review process.

Follow instructions and use this [coversheet](#) for submitting all contracts and agreements for legal review.

As a rule of thumb, do not sign any agreements on behalf of the University.