

Finance Focus

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

July/August 2024

Join Us for Accounts Payable and Business Services Training!

Accounts Payable and Business Services will host upcoming training sessions providing information on procedures from start to finish when making a University purchase including

- Requisition Entry and Pcard Tips
- Tcard and TR-1 Submission
- Invoice and PO Submission for Payment
- Stipend Request and Processing
- Disbursing Practices.

When: August 13, 2024 9-11 am. and 2-4 pm.

Where: 404 N. El Paso Russellville, AR

Attendance is only necessary at one session as they will both cover the same topics.

Need to reach us?

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Controller 2300

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Disbursing 2304

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Payroll 4311

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Procurement 3554

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Travel Services 3558

travel@atu.edu

Offices located at

404 N. El Paso

Russellville

Business Card and Stationery Orders

Your Pcard log must include the **invoice** from Morpho Printing for all business card and stationery orders. See sample below.

		INVOICE	
		Order Number	79921499
		Order Date	2/13/2023 6:54:32 AM
		This order contains 1 job	
Billed To:	Shipped To:	Payment Received:	

Remember to include a Controller approved gift/prize/award form with each pcard log that contains a giveaway purchase.

Updated Pcard training is available here and on the Business Services channel of the ATU video portal.

Application Navigator Tip

FGIBAVL may be used to view budget availability. Be sure to use an Index Code and the Account code 70300 to view all available funds for expense.

Procurement and Travel annual training acknowledgment is available now and due October 31 for all faculty and staff.

Begin planning now for Fall 2024 purchases. Sign up on Amazon Business and Walmart Business if you haven't done so.