

FINANCE FOCUS

July/August 2025



Join Us for the Fall 2025 Focus on Finance!

We are excited to invite you to the Fall 2025 Focus on Finance, a three-day event designed to support your professional development and keep you informed on key financial processes across the university. Sessions will be held in RCB 435.

This interactive event is open to all ATU staff and faculty — no RSVP required! Sessions will feature important updates, including:

- A refresher on existing compliance requirements
- New information driven by recent state legislation
- Policy changes impacting ATU financial operations

In addition to valuable insights, we've got some fun in store — thanks to generous contributions from our vendor partners, attendees will have chances to win door prizes and receive grab bags!

Mark your calendar and take advantage of this opportunity to connect, learn, and leave with helpful resources.

Schedule of Sessions

Time	August 5
9:00 - 10:00 AM	Procurement in Practice
10:00 - 11:00 AM	Understanding ATU's Accounts Payable Requirements
11:00 - 12:00 PM	Tcard Usage and Reconciliation: What You Need to Know.
1:00 - 2:00 PM	From Pre-Approval to Reimbursement: Understanding the ATU Travel Process
2:00 - 3:00 PM	Gift, Prize and Awards at ATU: Staying Compliant, Staying Efficient
3:00 - 4:00 PM	From Swipe to Submission: Managing Your Pcard the Correct Way
4:00 - 5:00 PM	Introduction to Agency Accounts: Spending Guidelines and Best Practices

Time	August 6
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Update to Amazon Business Ordering Process

Exciting improvements are on the way for ATU's Amazon Business purchasing process. Soon, all Amazon orders will undergo review by the Procurement Office to ensure full compliance with state regulations and ATU's purchasing and PCard policies before being placed with Amazon.

Here's what you can expect:

- ✓ After submitting an Amazon Business order, you will receive an email confirmation summarizing your purchase.
- ✓ You will also receive a second notification once your order is released by Procurement for processing. A third email confirmation will be sent when your order ships.

Please remember:

- ✓ Moving forward, it is essential that all PCard purchases with Amazon be placed under ATU's Amazon Business account.
- ✓ If you are not yet registered for ATU's Amazon Business account, please contact Procurement at purchasing@atu.edu to get set up.

We appreciate your cooperation as we implement these changes to improve purchasing oversight and streamline order processing. Thank you for supporting ATU's commitment to responsible spending!

New Gift, Prize, Award Form available July 1!

The Controller's Office is rolling out an updated gift, prize, award form and approval process effective July 1. The updated forms and instructions are available at www.atu.edu/controller.

Now, two forms exist, one for small dollar purchases (under \$75) and another for gifts, prizes, or awards exceeding that amount or any amount in cash or gift cards. See the site for more details and don't miss the GPA training session in August for all the info!

Goodbye FY 2025!

Summertime in Finance marks the close of another fiscal year. We appreciate your diligence and attention to detail as we wrap up Fiscal Year 2025 and prepare for the year ahead.

Your continued contributions are vital to maintaining ATU's financial health, ensuring we meet deadlines, remain compliant, and support the university's mission.

Thank you for your dedication and partnership as we move confidently into the new fiscal year.



Need to reach us?

479-964-0583 ext.

Accounting 2309 accting@atu.edu

Accounts Payable 2306 acctspayable@atu.edu

Budget 3500 budget@atu.edu

Controller 2305 controller@atu.edu

Disbursing 2304 ameeks5@atu.edu

Payroll 4311 payroll@atu.edu

Procurement 3554 purchasing@atu.edu

Travel Services 3558 travel@atu.edu