

Finance Focus

The bi-monthly newsletter of Finance offices-Budget, Controller, Payroll, Procurement and Travel.

July/August 2026



Join us for informative and interactive sessions allowing you to boost your knowledge of ATU Finance and Administration processes.

Multiple sessions offered-pick what works for your schedule!

August 5-6, 2026

RCB Room 435

August 5	
9-10 AM	Procurement in Practice: What's New for 2026
10-11 AM	Accounts Payable: What You Need to Know
11-Noon	Gift, Prize and Awards at ATU: Staying Compliant, Staying Efficient
1-2 PM	Travel: From Approval to Reimbursement
2-3 PM	Tcard Usage and Reconciliation: What You Need to Know.
3-4 PM	Red Flag/Green Light: Pcard Edition
4-5 PM	Introduction to Agency Accounts: Spending Guidelines and Best Practices
August 6	
9-10 AM	Travel: From Approval to Reimbursement
10-11 AM	Tcard Usage and Reconciliation: What You Need to Know.
11-Noon	Red Flag/Green Light: Pcard Edition
1-2 PM	Facilities Management: Submitting Effective Work Orders
2-3 PM	Procurement in Practice: What's New for 2026
3-4 PM	Accounts Payable: What You Need to Know
4-5 PM	Gift, Prize and Awards at ATU: Staying Compliant, Staying Efficient

Stop by the sign in table to grab a door prize ticket!

US Bank Cards Start July 1

ATU cardholders must begin using their newly issued US Bank pcards and tcards July 1. Bank of America cards are no longer active beginning July 1.

Visit Procurement or Travel at Hughes-1st floor-east end to pick up your card if you have not already.

Some cardholders may have two logs due in July. One final Bank of America and a US Bank. Watch your email inbox for notifications from pcard@atu.edu concerning log due dates.

The US Bank T number for tcard requisition entry is **T01013636**. This replaces the BOA T number currently used.

Contact travel@atu.edu or pcard@atu.edu with any questions.

Sodexo Dining Services Begin July 1

With the move to Sodexo for on campus dining services all catering requisitions must be made to T01404313-Sodexo Operations LLC starting July 1.

FY '27 Requisition Entry Begins July 6

App Nav users may begin entering purchasing and travel requisitions for fiscal year 2027 on July 6. Approvers are asked to make note of this date and approve requisitions in a timely manner to allow for efficient processing of these requisitions.

Reminder: Enter your requisitions for all open orders such as water delivery asap on or after July 6 so that vendors will have the correct PO as invoicing for FY '27 begins.