

Finance Focus

March/April 2024

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

Need to reach us?

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Offices located at
404 N. El Paso
Russellville

Fiscal Year End Deadlines

Fiscal year 2024 will end on June 30, 2024. The FY 24 Year End Memo has been released. 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 3-Final day for Procurement and Travel requisition entry.

June 7-Final day for Pcard purchases and TR-1s for travel FY 24.

June 14-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.

Complete or Delete All Requisitions

Keep in mind that all requisitions that you begin entering in Application Navigator must be completed or deleted. Click here for instructions on deleting unwanted requisitions.

Russellville Enterprise Location Adds Saturday Hours

The Enterprise Rental Car location in Russellville will add Saturday to its hours of operation beginning March 11, 2024. Saturday hours are 9 a.m. to 12 p.m..

Are You a Tcard Holder?

Refresh your Tcard knowledge with the information below

- Log Instructions
- Quick Reference Guide
- Travel Procedural Manual

Gift/Prize Award Forms Required with Pcard Log

A completed and approved gift/prize award form is required for all giveaway/promotional purchases placed on the Pcard. Find the form and instruction here.

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