

Finance Focus

March/April 2026

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

Finance Offices Move to Hughes

The offices currently located at 404 N. El Paso will be relocating to the Hughes Building on the Russellville campus. The move is scheduled for **April 3-April 8**. On these dates, office staff will operate remotely returning to campus as office spaces become available in Hughes. We plan for all offices to be occupied in Hughes by April 9. We appreciate your patience during this transition, as responses to some requests may be delayed.



Time to Check for Open Travel Purchase Orders

As we approach fiscal year end preparation, it is important for all departments to check for open purchase orders for travel that did not occur. Do this by running FGIOENC for your Index(es) in Banner to view all open encumbrances and notify travel@atu.edu with any closure requests.

University Pcard and Tcard Moving to US Bank

The State of Arkansas is moving the pcard and tcard programs to US Bank from Bank of America. ATU plans to transition to US Bank on **July 1, 2026**. Cardholders will receive information in the coming weeks about the transition so stay tuned!

Conference Agenda Required with Pcard Log

Please include a conference agenda containing the dates and location of all conference registrations purchased using your pcard with the pcard log documentation. This is required for proper coding and reconciliation of your pcard charges.

Departmental Invoicing Reminder

Remember to follow the required steps when issuing an invoice from your department. If you are unsure of how to proceed with invoicing-reach out to Andrea Brewer, abrewer22@atu.edu, for additional information or training.

Follow these requirements to remain in compliance.

1. Request permission to issue invoice via email to accting@atu.edu using this template.

I am requesting permission to issue an invoice to the following vendor:

Vendor: [Vendor Name]

Purpose: [Brief description of goods/services]

Amount: \$[Amount]

Index Code: [Your Index Code]

Fiscal Year: [e.g., FY26]

Please confirm that I may proceed with issuing the invoice.

[Your Name]

[Your Department]

2. Number each invoice using this pattern

a. Index Code Fiscal Year-Sequential Number

b. Ex: AFCONT26-001

3. Send and CC Accounting at accting@atu.edu using this template.

Dear [Vendor Name],

Please find attached Invoice [Invoice Number] for [description of goods/services] provided by [Department Name] at Arkansas Tech University.

If you have any questions, please contact me at [Your Email] or [Phone Number].

