

Finance Focus

May/June 2025

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
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Fiscal Year End Deadlines

Fiscal year 2025 will end on June 30, 2025. The FY 25 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 6-Final day for Procurement and Travel requisition entry.

June 7-Final day for Pcard purchases and TR-1s for travel FY 25.

June 13-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.

Reminder: As we head toward year end, check for any open travel purchase orders you have that will not be used. FGIOENC may be used in App Nav to view open POs by Index. Send all requests to close purchase orders to travel@atu.edu.

Accounts Payable Training Available Upon Request

The accounts payable team is pleased to offer individual or departmental training upon request. Training sessions typically lasts an hour. Please reach out to Melody Mayo at mmayo1@atu.edu or ext. 2306.

Gift/ Prize Award Forms Required

Please remember to include a Controller's Office approved GPA form with all pcard logs containing these purchases. GPA forms are required for all student gifts, prizes and awards. This includes frames when awarding certificates.



Finance will be offering various training session **August 5-7**. Stay tuned for more info!

Updated Gift, Prize, and Award Process Begins July 1

The Controller's Office is set to release updates to the gift, prize, and award approval process effective July 1, 2025. This updated process provides two approval forms one for items under \$75 and one for items \$75 or more in value. Updated forms will be published at www.atu.edu/controller prior to July 1. We expect this updated process to streamline the approval process and look forward to offering it to our campus community.