

# Finance Focus

May/June 2026

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

## Fiscal Year End Memo Deadlines

The **2025-26 YE Memo** is available to view [here](#).

Please note the following dates

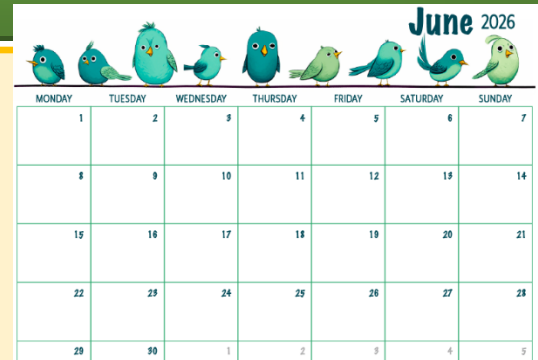
**June 1**-Final day for purchasing and travel requisition entry.

**June 1**-Final day for Pcard usage.

**June 1**-Final day for Tr-1 submission for FY 25-26. Travel completed June 1-June 30 is **due one business day** after returning to campus.

**June 12**-Final day for FY 25-26 invoice and purchase order submission to Accounts Payable.

We appreciate your cooperation as we anticipate another successful fiscal year end.



A calendar for June 2026 featuring bird icons at the top. The calendar grid shows days from Monday to Sunday, with dates 1 through 30. The 31st is marked with a 5, likely indicating the start of the next month.

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------|---------|-----------|----------|--------|----------|--------|
| 1      | 2       | 3         | 4        | 5      | 6        | 7      |
| 8      | 9       | 10        | 11       | 12     | 13       | 14     |
| 15     | 16      | 17        | 18       | 19     | 20       | 21     |
| 22     | 23      | 24        | 25       | 26     | 27       | 28     |
| 29     | 30      | 1         | 2        | 3      | 4        | 5      |

## Ghost Card Booking Procedure Changes

Effective May 1, ghost card bookings must be made using the booking station located in the Travel Services office (Hughes Hall, Room 118). Travelers will be required to use this booking station for conference registrations, hotel accommodations, and airline tickets purchased with the ghost card.

Please note that ATU Travel Services will no longer make these reservations on behalf of travelers. However, we will continue to handle rental car reservations using the ghost card.

The booking station will be available on Mondays, Wednesdays, and Thursdays from 9:00 a.m. to 11:00 a.m. and 2:00 p.m. to 4:00 p.m. To reserve a time during these hours, please email [travel@atu.edu](mailto:travel@atu.edu) in advance to schedule an appointment. We appreciate your cooperation as we implement this new process. If you have any questions, please do not hesitate to reach out.

## 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!

## Updated Procurement and Travel Rules

We anticipate updated Travel Policies and Procurement Rules to be released by Department of Finance and Administration and Office of State Procurement very soon. Stay tuned for more information!

## Save the Date-August 5 and 6

Our annual Focus on Finance sessions are scheduled for August 5 and 6. We are excited to add FAMA to our schedule of sessions this year. Be on the lookout for more information coming soon!