

# Finance Focus

November/December 2023

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

## Need to reach us?

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acctspayable@atu.edu

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budget@atu.edu

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Disbursing 2304  
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Payroll 4311  
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Procurement 2581  
purchasing@atu.edu

Travel Services 3558  
travel@atu.edu

Offices located at  
404 N. El Paso  
Russellville

### WEX Fuel Cards Save University Funds!

Be sure to utilize a WEX fuel card for each rental that will require you to refuel while on the road. These cards offer the University money savings on each fuel purchase. Find out more about the WEX program here. If you are currently using the WEX program, remember to have your PO in hand on card pickup and sign and write your budget index on each receipt at card turn in.

### Taking Time Off Around the Holidays?

Be sure to prepare and submit your TCard and PCard logs before leaving for the holidays. You may use your transaction list to prepare the log if the statements are not available.

### Updated GSA Meal and Hotel Rates Available for Travel After Sept. 30

Updated GSA meal and hotel rates are available here and must be used for all travel that has taken place October 1 or after. *Remember, the TR-1 has been updated to no longer require each meal to be listed separately, but it must include a separate line for each day's travel expenses.*

### PCards and TCards Ready for Pickup

Many renewal PCard and TCards are ready for pickup in Procurement at 404 N. El Paso. If you have received an email notification that your new card is available, please come by at your earliest convenience to avoid any disruption of card usage.

If your office has recently moved, please notify Procurement of your new location so that we may update your ship to address for requisition entry. Email your department name and new location to [purchasing@atu.edu](mailto:purchasing@atu.edu) and we will update your current ship to code!

### Reminder of Receipt Guidelines

Scotch tape only may be used to secure receipts to the full copy sheet. Please do not use fabric or masking tape. All receipts must be legible and free of markings not original to the receipts.

Send all quotes to [purchasing@atu.edu](mailto:purchasing@atu.edu). This allows for faster processing of your orders.



The Holidays are forthcoming. To avoid any delivery issues, as you place your orders keep in mind that campus will be closed on certain dates.