

Finance Focus

November/December 2026

The bi-monthly newsletter of Finance offices-Budget, Controller, Payroll, Procurement and Travel located in the Hughes Building 514 West M Street.

2026 Holiday Finance Deadlines

As we get ready for the holiday breaks, here are a few important Finance deadlines to keep on your radar. Please plan ahead and submit your paperwork by the dates below to help ensure everything is processed before the breaks.

November 17-November Pcard and Tcard Excel and hard copy logs submitted to Travel and Procurement by noon.

November 18-Approved purchase orders and invoices to Accounts Payable by 5 pm. Russellville and Ozark campus interdepartmental charges submitted to Finance Accounting by 5 p.m.

December 16- Russellville and Ozark campus interdepartmental charges submitted to Finance Accounting by 5 p.m.

December 17-December Pcard and Tcard Excel and hard copy logs submitted to Travel and Procurement by noon.

December 21- Approved purchase orders and invoices to Accounts Payable by 5 pm.

Need to reach us?

479-964-0583 ext.

Accounting 2309 accting@atu.edu

Budget 3508 budget@atu.edu

Controller 2305 controller@atu.edu

Accounts Payable 2306

acctspayable@atu.edu

Disbursing 2304 ameeks5@atu.edu

Payroll 4311 payroll@atu.edu

Procurement 3554

purchasing@atu.edu

Travel Services 3558 travel@atu.edu

Pcard Info. 3550 pcard@atu.edu

Updated Tcard Log Checklist

TCard Holders: We've updated the [Log Submission Checklist](#). Please refer to it when completing your TCard log to make sure you've completed all required steps before submitting.

Planning to Update Direct Deposit Information?

November 30 is the final day to request changes to direct deposit banking information for all employees and vendors for 2026.

However, if you have an unplanned change in banking information you may request a paper check for your payroll or reimbursement. Update requests may resume January 2027.

Please reach out to Disbursing at 356-2224 or ameeks5@atu.edu with any questions.

ATU Ghost Card No Longer Available for Lodging Charges

Effective November 1, 2026 the ATU ghost card will no longer be used for hotel accommodations. Any reservations currently on the ghost card may process as usual, but all future reservations must be made using an individual Tcard or via the Tr-1 reimbursement process. Contact Travel at travel@atu.edu or 479-356-2225 for more information.

Reminder: TR-1 Submission Deadline

Effective July 1, 2026 all travel reimbursement forms and complete backup documentation must be submitted to Travel Services within **30 calendar days** of your return to campus. TR-1 requests submitted after this due date will be returned to the traveler.

