Finance Focus

September/October 2026

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

New 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.

For more information about TR-1 submission please consult the Travel Services website. There you will find instructions on employee travel procedures and other helpful resources.

Have a Change in Your Direct Deposit Account Info?

Please remember to complete a new **Reimbursement Direct Deposit Form** and update your payroll direct deposit information if any of your banking details have changed.

Focus on Finance 2026 Recap

Thank you to everyone who attended our Focus on Finance 2026 sessions. We appreciate the opportunity to share updates, discuss current processes, and connect with faculty and staff across campus.

We hope the information provided was helpful and look forward to seeing you again next year. If your department or area would benefit from targeted finance training, please don't hesitate to reach out. We would be happy to work with you to develop a session tailored to your specific needs.

Thank you for your continued partnership and support.

No T-shirt Purchases on Pcard

As a reminder, all t-shirt purchases must be made using the requisition/purchase order process and are not allowed to be purchased on the pcard. Ordering instructions are available here.

PCard Refund Log Entry

Any refund on your Pcard log must be recorded with the cost of goods and sales tax entered separately. This may mean that you will need to consult the original purchase information for the correct tax amount. We see this most often on Amazon returns. As a reminder you may pull any of your past Amazon Business purchases via your account online.

Need to reach us?

479-964-0583 ext.

Accounting 2309 accting@atu.edu
Budget 3500 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