

Finance Focus

January/February 2026

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

New Year Refresher

The beginning of the calendar year is a great time to refresh your procedural knowledge. ATU Finance offers a variety of on-line training videos that can be viewed at video.atu.edu. Here are a few things to keep in mind as you complete various Procurement and Travel Services processes and forms.



- Procurement and travel requisitions are entered using different formats. Consider this as you begin entering your requisitions.
- Procurement requisitions must contain a detailed description of the items or service being purchased. Use item or document text to enter information that is too lengthy for the commodity description field.
- Send signed departmental purchase orders to Accounts Payable only after you have received the item(s) ordered or the service is complete.
- Include original signatures on all travel documents and card logs.
- Watch out for the NSF error code when entering requisitions. When you see this code STOP and only proceed with entry when the budget has been increased.

Account Code List Update

Updates to the current account code list are in the works and a new list will be published soon. Notable changes are the removal of 703917 for certain items exceeding \$1,000. Items exceeding \$1,000 that fall under 703924 or 703916 will remain in those account codes.

2025 TR-1s Due

Submit all outstanding TR-1s for calendar year 2025 as soon as possible. This is also a good time to check your budget for any unused travel purchase orders that can be closed.

Updated Screen Printing Vendors

View ATU's updated screen printing and embroidery vendor info here!

Planning to Offer a Moving Expense Allowance?

Any moving expenses paid by Arkansas Tech University must be explicitly stated in the employee's letter of appointment or employment contract. Please plan ahead if you anticipate offering a moving expense allowance to ensure the appropriate language is included in these documents.

Failure to include this information will prevent the University from issuing payment, either as a reimbursement to the employee or as a direct payment to a moving company.

Click [here](#) (pp. 8-10) for more information on ATU's moving policy.

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