

Finance Focus

September/October 2025

Updated Promotional Purchasing and Gift Prize and Award Approval Procedures

The ATU Controller's Office is excited to introduce a simplified gift, prize, and award approval process. After careful consideration and consultation with our Executive Council, the gift prize award form is no longer required for items that meet the following guidelines

- ✓ Branded to include ATU's logo or reference to an ATU program
- ✓ Purchased to be given away to promote ATU or an ATU program

To align with the university's effort toward increased brand recognition as mentioned by Dr. Jones in the Fall 2025 Presidential update, departments are strongly encouraged to use branded items for giveaways.

The new ATU dedicated site for all promotional purchases is live!

👉 [ATU Promotional Products Shop](#) is loaded with pre-approved Act 943 compliant promotional merchandise from our contracted vendor 4Imprint.

- This site is your **only** stop for ATU branded and promotional items such as pens, pennants, cups, bags and more.
- This selection of items was compiled at the request of our ATU Administration and in consultation with a group of student-focused employees.
- All promotional purchases for items other than apparel must be made through this site using a Pcard.
- See the FAQ link at the top right of the page for more information about how to shop the site.
- For all screen printed t-shirts, polos, and sweatshirts continue to use the awarded vendors listed [here](#). An updated list of these vendors will be available in the coming weeks.

[Click here to view online announcement, sample purchase scenarios, and GPA flowchart.](#)



Controller's Office Security Alert – Vendor Direct Deposit Forms

The Controller's Office has implemented direct deposit enrollment for many of our vendors to improve efficiency and security.

Please note that it is essential to exercise extreme caution when collecting sensitive information from vendors. To maintain security, a designated vendor-specific form must be used, and only the Controller's Office is authorized to send and receive this form. For this reason, **it is imperative that department's do not send the internal**

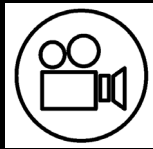
direct deposit form to any external vendors or parties. This internal form is intended for university use only. Thank you for your attention to this important matter. Please reach out to the Controller's Office with any questions.

New GSA Rates October 1

Updated GSA rates will post October 1. Make sure to consult the new rates when issuing travel requisitions for any travel taking place after October 1. Also make sure to use the 2025 rates on any TR-1 for travel prior to October 1. Reach out to Travel Services with any questions.

New Travel Reference Videos

The Procurement and Travel Channel of the ATU Video portal has some new additions. Videos on TR-1 completion, Official Function reimbursement requests, and Applicant Travel reimbursement requests have been added recently. These videos along with several others on the channel provide users a step-by-step guide to procurement and travel processes. Check it out at video.atu.edu. Login and navigate to Administration/ Administration and Finance/Procurement and Travel Services.



Complete or Delete All Requisitions

Keep in mind that all requisitions that you begin entering in Application Navigator must be completed or deleted. Click [here](#) for instructions on deleting unwanted requisitions.

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

Enter "Contract" for All Contract Requests

When completing a requisition that will accompany a vendor contract enter the word "Contract" in the **document text** of the requisition. This will alert Procurement that a contract must be sent along with the purchase order to the vendor.

Thanks to all who attended Focus on Finance 2025. We had almost 100 faculty and staff members for the 3-day training event and we appreciate all who were able to make it.

If you were not, and would like to schedule individual or small group training please reach out to Jennifer Warren, jwarren2@atu.edu.

Thank you!

Application Navigator Tips

Here are a couple of App Nav forms that you may find handy.

FOIDOC-Document history form. Displays status of purchasing and payment documents. Excellent "snapshot" of all documents related to one transaction. Search criteria can include requisition, purchase order or invoice to name a few.

FGIOENC-Displays current encumbrance held against an Index. Great for an overview of your outstanding encumbrances.