

Finance Focus

January/February 2024

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

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New Year Refresher

The beginning of the calendar year is a great time to refresh your procedural knowledge. We offer 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 two different formats. Consider this as you begin entering your requisitions.
- Send signed departmental purchase orders to Accounts Payable only after you have received the item(s) ordered or service is complete.
- Sign up for Amazon Business.
- Include original signatures on all travel documents and card logs.
- Watch for the NSF error code while entering requisitions.

2023 TR-1s Due

Submit all outstanding TR-1s for calendar year 2023 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 TR-1 Form Available

The TR-1 form has been updated to reflect the changes to meal reimbursement requests and is available [here](#). Please use this for all travel reimbursement requests.

App. Nav. Tip

To remove a requisition from the approval process, access the approval screen in Self-Service Banner, select All Documents I May Approve, and disapprove the requisition then request the requisition be canceled by Procurement or Travel Services.

Contract Submission Reminder

Submit all contracts with coversheet to contracts@atu.edu to begin the review process.

As a rule of thumb, do not sign any agreements on behalf of the University.

