



Procurement and Travel Services Newsletter July/August 2022

New Fiscal Year Checklist

Fiscal year 2023 is here with the fall semester approaching here are a few things to keep in mind.

- Plan now for your FY 23 expenditures. Enter requisitions for yearly renewals immediately to avoid budgetary issues later in the year.
- Refresh your Procurement and Travel knowledge for FY 23 by watching our [online training videos](#). *Log in then select Administration/Administration and Finance/Business Services.*
- Check out the desktop reference packets for [Procurement](#) and [Travel](#). Please note travel polices have not changed in recent years.
- Make sure your copiers remain plugged in at all times so that accurate copier readings may be obtained.
- Track pending requisition approvals via Self Service Banner/Finance/View Document/Approval History. *Remember even on purchases that require no additional processing it may take up to 24 hours for a departmental PO to appear in your inbox after your requisition has been approved.*

Procurement and Travel Services

*Creating value
through
collaboration.*

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Updated Index Codes for Academic Affairs Departments Effective July 1, 2022

In support of the upcoming academic restructuring, new budget index codes have been established for departments within each college. The new codes are effective July 1, 2022. We ask that the departments begin using the new codes July 1, 2022 on all documents that require an index. Examples include purchasing and travel requisitions, post office charge slips, FAMA project requests, budget transfer requests, student labor requests, etc. Unfortunately, any use of former codes will result in automatic document cancellation and resubmission by the user will be needed. There have been some changes to organization codes. Please pay particular attention to this information on the updated index list that has been provided to A.A. users. If your organization has changed be sure to use the new number where required such as P-Card logs or FAMA project request forms.

Need Promotional Items or Office Supplies?

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