



FISCAL YEAR END REMINDERS

As the end of the fiscal year approaches, please keep in mind the following

- Fiscal year 2018 funds may only be used to purchase items received by June 30, 2018.
- Delivery times for furniture and equipment can run eight weeks or more, so please plan for these purchases accordingly.
- If you are beyond year five of your copier lease and would like to make a change, please give us a call.
- Check your budgets for any open purchase orders that have not been used and contact Procurement or Travel Services to request a cancellation.
- To purchase airline tickets or conference registrations taking place after July 1 please contact Travel Services.

Procurement and Travel Services

*Creating value
through
collaboration.*

Contact us:

W.O. Young
Building,
Suite 101

Procurement
479.968.0269
purchasing@atu.edu

Travel
479.356.6209
travel@atu.edu

Requisition Entry Pointers

Here are a few tips to keep in mind with entering requisitions.

- \$ Requisitions for business cards should contain the name of the person the cards are for in the commodity description.
- \$ Compass Group requisitions should include the name and date of the event and account code 703997.
- \$ A commodity code should only be used for a travel requisition (704100) and never for a procurement requisition.
- \$ If you have a quote from a vendor, please itemize the requisition to match the quote line-for-line and include the quote number in the document text.

Please don't forget.....

Please ensure that departmental purchase orders for travel are signed prior to submitting with TR-1.

Amazon Business account can be used by departments to purchase from Amazon and receive special pricing discounts and free two-day shipping on qualified orders. Please email purchasing@atu.edu to sign up!

