



### Fiscal Year 2021 Closing Dates

As we approach the end of FY 2021, please keep these dates in mind, and contact our offices with any questions.

| Deadline      | Action  |
|---------------|---|
| May 3, 2021   | Bid items \$20k and above submitted to Procurement  |
| June 1, 2021  | Requisitions due in Procurement and Travel. Requisitions entered after June 1, must include name of class, camp, or conference in the document text. Failure to do so will result in cancellation of requisition. |
| June 1, 2021  | Last Day for PCard purchases.   |
| June 11, 2021 | TR-1s submitted to Travel. For travel after June 11, TR-1s must be submitted immediately upon return to campus.   |
| June 18, 2021 | Invoices and approved POs submitted to Accounts Payable.  |

Click here to view the FY 20-21 Closing Memo

### Procurement and Travel Services

*Creating value through collaboration.*

#### Contact us:

As we continue to work remotely, please contact an individual team member at the extensions below or email [purchasing@atu.edu](mailto:purchasing@atu.edu) or [travel@atu.edu](mailto:travel@atu.edu). We are still reachable at our main numbers, but from time to time connectivity makes it difficult to answer those lines.

#### Procurement

**479-964-0583 ext.**

Jessica Holloway 3550

Jennifer Warren 3552

DeAnna Kile 3551

Cindy Hubbard 3553

Kristi Higgs 3554

Tammy Rye 2301

479-968-0269-Main Line

#### Travel

**479-964-0583 ext.**

Cindy Pratt 3502

Brooklyn Meeks 3558

479-356-6209-Main Line



- Turn in your TR-1's as soon as travel has been completed.
- Items ordered may not arrive by June 30. Any items arriving July 1, or later must be paid using FY 22 funds.
- Prepare and submit a PCard and TCard log for any charges posted between your June log and June 30.