



**Procurement
and Travel
Services**

*Creating value
through
collaboration.*

Fiscal Year 2022 Closing Dates

As we approach the end of FY 2022, please keep these dates in mind, and contact our offices with any questions.

Deadline	Action
May 3, 2022	Bid items \$20k and above submitted to Procurement
June 3, 2021	Requisitions due in Procurement and Travel. Requisitions entered after June 3, must include name of class, camp, or conference in the document text. Failure to do so will result in cancellation of requisition.
June 10, 2022	Last Day for PCard purchases
June 10, 2022	TR-1s submitted to Travel. Any travel completed between June 11 and June 30 must be submitted on a separate TR-1.
June 17, 2022	Invoices and approved POs submitted to Accounts Payable

[Click here to view the FY 21-22 Year End Memo](#)

Contact us:

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Planning an Award or Giveaway to a Student?

The Student Gift, Prizes, and Awards form is required to be completed and approved prior to any purchase of such items. A copy of the approve form must be received by Procurement before a PO may be issued. If paying with your PCard, you must include the approved form with your monthly log.

Please remember, University funds may not be used to pay for employee celebrations such as retirement or end of year parties.



- Turn in your TR-1's as soon as travel has been completed making sure to submit TR-1's for any open travel POs for FY 22.
- Items ordered may not arrive by June 30. Any items arriving July 1, or later must be paid using FY 23 funds.
- Prepare and submit a PCard and TCard log for any changes posted between your June log and June 30.