

Finance Focus

March/April 2025

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

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Offices located at

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Fiscal Year End Deadlines

Fiscal year 2025 will end on June 30, 2025. The FY 25 Year End Memo has been released. Some important deadlines to keep in mind are included below:

May 1-Final day for requisitions for items at or exceeding \$20,000 for bid.

June 6-Final day for Procurement and Travel requisition entry.

June 7-Final day for Pcard purchases and TR-1s for travel FY 25.

June 13-Final day for invoices and signed departmental POs submitted to Accounts Payable.

It is essential to adhere to these dates as we move toward the close of the fiscal year. Please reach out to our offices with any questions as we work toward June 30.

Reminder: As we head toward year end, check for any open travel purchase orders you have that will not be used. FGIOENC may be used n App Nav to view open POs by Index. Send all requests to close purchase orders to travel@atu.edu.

Updated Travel Policy-Airline Seating

The ATU Travel Policy has been updated to provide guidance when purchasing and requesting reimbursement for airline seat assignments. As always, travelers are required to choose travel options that are most advantageous to the State and University. See page 5 of the updated policy.

Accounts Payable Processing Time Reminder

Accounts Payable practices a standard turn around time of 10 days on payment processing after all required documentation is received. Please allow this length of time to pass before inquiring about payment status.

Are You a Tcard Holder?

Refresh your Tcard knowledge with the information below

- Log Instructions
- Quick Reference Guide
- Travel Procedural Manual

Gift/Prize Award Forms Required with Pcard Log

A completed and approved gift/prize award form is required for all giveaway/promotional purchases placed on the Pcard. Find the form and instruction here.

Controller and Procurement Office Welcome New Staff Members

We are pleased to welcome Andrea Brewer to our Controller Office staff. Andrea holds the position of Associate Controller and comes to ATU with 20 years of finance experience with Arkansas Legislative Audit. We are also pleased to welcome Rachel McCutcheon to the Procurement staff. After her training is complete, Rachel will be your point of contact for pcard and tcard administration and auditing as well as handle purchase order issuance for contract purchases.