Finance Focus

Need to reach us?

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Payroll 4311
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Procurement 2581
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Travel Services 3558
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Offices located at 404 N. El Paso Russellville

Holidays Call for Shortened Pcard and Tcard Turnaround

Pcard and Tcard logs will be on very tight deadlines in November and December due the holidays. *Please plan to have your November log submitted by November 19 and December log by December 17.*

Keep in mind the following receipt requirements when completing your monthly pcard logs. All receipts must include the following

- Vendor name
- Date of purchase
- Description and quantity of each item-may be handwritten if not automatically included
- Per item cost
- Tax amount charged
- Total cost of the transaction
- Delivery address.

All receipts smaller than 8.5" x 11" must be taped onto an 8.5" x 11" sheet of white copy paper. Do not tape over information on thermal receipts as the tape breaks down the print making it impossible to read.

Purchase Order Approval Reminder

Please complete the approval block of each purchase order submitted to Accounts Payable for payment.

APPROVED		
DATE MDS RECD 10/30/24	FINAL	PARTIAL x
DATE APPROVED 10/31/24	BY *Jane Doe*	
PRINTED NAME Jane Doe		

Reminder: FY26 Annual Budget Cycle

The FY26 annual budget cycle is now underway! Please be aware that the first deadline is December 13th.

If you have any questions or need assistance, the budget office is here to help. Instructions can be found at Budget Site (atu.edu). Don't hesitate to reach out!

Planning on giving gift, prize, or award to students?

Remember to follow the process for prizes outlined here and to include all controller approved gift/prize/award forms with your pcard logs!

Happy holidays