

Finance Focus

January/February 2025

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

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New Year Refresher

The beginning of the calendar year is a great time to refresh your procedural knowledge. We offer a variety of on-line training videos that can be viewed at video.atu.edu. Here are a few things to keep in mind as you complete various Procurement and Travel Services processes and forms.

- Procurement and Travel requisitions are entered using two different formats. Consider this as you begin entering your requisitions.
- Send signed departmental purchase orders to Accounts Payable only after you have received the item(s) ordered or service is complete.
- Sign up for Amazon Business.
- Include original signatures on all travel documents and card logs.
- Watch for the NSF error code while entering requisitions.

2024 TR-1s Due

Submit all outstanding TR-1s for calendar year 2024 as soon as possible. This is also a good time to check your budget for any unused travel purchase orders that can be closed.

PCard Conference Registration Account Codes

Remember to only use 704810 for out-of-state conference registration purchased on the pcard or 704805 for in state conference registration purchased on the pcard. **Do not use 704100 on your log for these purchases.**

App. Nav. Tip

To remove a requisition from the approval process, access the approval screen in Self-Service Banner, select All Documents I May Approve, and disapprove the requisition then request the requisition be canceled by Procurement or Travel Services.

PCard Deadlines

Please make every effort to submit your pcard log and backup documentation on time. Submission deadlines are set to allow for processing of payment before due date and adherence to the deadline is essential for efficient processing of the university's monthly Bank of America statement. Remember to email your Excel log to acctspayable@atu.edu upon completion.

