



June 14, 2022



TACO-TASTIC POTLUCK

Come and enjoy a Taco-Tastic Potluck with I.T. on **June 16 from 11:00 am to 1:00 pm**. The potluck will take place on the Mining & Geology Building's 1st floor patio. Bring your favorite dish to share. I.T. will provide tacos and all the trimmings.

CAMPUS BEAUTIFICATION DAY

Our annual beautification day will take place **Friday, June 17, 2022 from 10:00-12:00 pm** and include planting, pruning, weeding, and general campus clean up. If you would like to participate please sign up by emailing Stephanie Cook at scook@mtech.edu by Tuesday, June 14. This is always a fun day and the weather looks great this year! We appreciate your help keeping campus looking great!

JOIN US IN THE PARADE

It's time to plan for **Butte's 4th of July parade**. We would love to have a large group of walkers from Montana Tech! The parade will begin at 10:00 am and go down Harrison Avenue. Walkers will need to be at the staging spot by 9:30 am. The staging location will be determined the week before the event. We have a limited number of t-shirts for those walking. If you would like to walk, please email abadovinac@mtech.edu.

INCREASE IN MILEAGE

Starting July 1, 2022, mileage charge rates will be as follows: cars will be 58.5 cents per mile, trucks will be 85.5 cents per mile, and mini buses will be 94.5 cents per mile.

NEED TO RESERVE A VEHICLE

Do you need to reserve a fleet vehicles? If so, please send an email to motorpool@mtech.edu.

FY22 YEAR END MEMO

June 16 through June 30 will be a purchasing blackout period – this ensures that all Procard and AP direct pay invoices are processed within the current fiscal year- Invoices dated within in this time frame that are turned in after July 1 are problematic for Audit Purposes

- Purchase orders will not be issued
 - Purchase Orders for next Fiscal Year (FY23) will not be issued until July 1, 2022
- Procards cannot be used (unless you are in travel status)
 - If you are using your Procard for an expense that needs to hit your FY22 budget, it must be charged prior to June 15, 2022.
 - Please note that some vendors may not actually charge your Procard until an item ships. Please communicate with the vendor to ensure your Procard will be charged prior to the June 15th cutoff to ensure the charge hits FY22.
 - If you have questions, please contact your Procard Administrator.
 - You can start using your Procard for FY22 expenses on July 1, 2022

Invoices for FY22 must be submitted to Accounts Payable by June 15, 2022 @ NOON. Please understand and respect that July 1st through July 20th is a very busy time for our area as we close out the fiscal year. If You have any questions please reach out to Erica Rude erude@mtech.edu or Kelsey Kerbs kkerbs@mtech.edu. Thanks for helping us successfully close out Fiscal Year 2022.



UPCOMING EVENTS

6/16 Taco-Tastic Potluck | 11:00 am-1:00 pm | MG 1st floor patio

6/17 Campus Beautification Day | 10:00 am-12:00 pm

