



*June 20, 2022*

#### **JOIN US IN THE PARADE**

It's almost time for **Butte's 4th of July parade**. 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 some great t-shirts for Montana Tech parade walkers. If you would like to walk, please email [abadovinac@mtech.edu](mailto:abadovinac@mtech.edu).

#### **MOTOR POOL MILEAGE INCREASE**

Starting July 1, 2022, **mileage rates for the Montana Tech motor pool vehicles** 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.

Personal vehicle mileage rates remain the same: 28.2 cents per mile/standard rate (if a state employee, with supervisor approval, chooses to use their private vehicle when a state vehicle is available) or 58.5 cents per mile/high rate (a motor pool vehicle or other state-owned or leased vehicle is not available, use of personal vehicle is considered to be in the best interest of the state, or Legislators and members of the general public are traveling on official state business. If one of the above qualifications is met, and the Director of your Department approves the use of your personal car).

#### **NEED TO RESERVE A VEHICLE**

Do you need to **reserve a fleet vehicles**? If so, please send an email to [motorpool@mtech.edu](mailto: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 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 15<sup>th</sup> 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 1<sup>st</sup> through July 20<sup>th</sup> 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](mailto:erude@mtech.edu) or Kelsey Kerbs [kkerbs@mtech.edu](mailto:kkerbs@mtech.edu). Thanks for helping us successfully close out Fiscal Year 2022.

