



June 27, 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 at the Butte Civic Center and go down Harrison Avenue. We have some great t-shirts for Montana Tech parade walkers. If you would like to walk, please email abadovinac@mtech.edu or jdelay@mtech.edu.

FOUNDATION PAID INVOICES

Invoices to be paid by the Foundation for FY22 must be submitted by **July 5, 2022**. Please understand and respect that June 27–July 31 is a very busy time for the Foundation as we close out the fiscal year. If you have any questions, please reach out to Deanna Johnson d3johnson@mtech.edu or Michelle Cavanaugh-Biggers mcavanaughbiggers@mtech.edu. Kylee Hamaker is out for the summer and will be returning the end of August. Thanks for helping us successfully close out Fiscal Year 2022.

CLIFTONSTRENGTHS TRAINING

Have you taken the **CliftonStrengths assessment**? Do you want a refresher for yourself and learn how to use your strengths more often? Join an information session in Wednesday, July 20th noon – 1 pm or Thursday, July 21st 2:30-3:30 pm in Big Butte/Highlands. Whether you're looking to improve yourself or a leader who wants to empower your people to perform better, your efforts start with CliftonStrengths (Gallup, 2020). Contact Sarah Raymond, sraymond@mtech.edu to reserve your spot or if you have questions.

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

Email motorpool@mtech.edu if you need to **reserve a fleet vehicle**.

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.

