



MONTANA TECH WEEKLY UPDATE

June 5, 2023

IN THIS EDITION

Association on Higher Education and Disability Conference

Information Technology Potluck

Fiscal Year-end Procurement Information

6/7: Bachata (6:30 pm, Elk's Lodge) \$10 per class, cash only.

6/8-9: AHEAD Conference

6/9: Art Walk (5:00 pm, Uptown Butte)

6/12: Walk (12:00 pm)

6/21: IT Potluck (11:00 am-1:00 pm, MG 1st floor patio)
Bachata (6:30 pm, Elk's Lodge) \$10 per class, cash only.

6/28: Bachata (6:30 pm, Elk's Lodge) \$10 per class, cash only.
Provost Gammon Retirement Celebration (2:00-4:00 pm, MG 3rd floor)

7/3: Montana Shakespeare in the Parks (Butte)

7/4: 4th of July Parade (10:00 am, Butte Civic Center)

7/12: Campus-wide BBQ

8/12: Montana Clean Energy Fair (Billings)



ASSOCIATION ON HIGHER EDUCATION AND DISABILITY CONFERENCE

The Northern Rockies chapter of the Association on Higher Education and Disability (AHEAD) invites all faculty, staff, and students to attend their annual conference at Montana Tech on **June 8 and 9** in the Big Butte/Highlands room in the SUB. Food and drink will be served. AHEAD of the Northern Rockies is a coalition of disability services and accessibility professionals from colleges around Montana. Our conference offers everyone the chance to network with professionals from other departments and Montana campuses. Guest speakers will be featured at the conference who will present on accessibility in online learning and engaging more effectively with upper-level administration. We will also be having discussions on a wide range of popular topics related to disability services, including, but not limited to, service/emotional support animals on campus, virtual test proctoring, remote course instruction, flexible attendance, assignment extensions, and more.

The conference gives students, staff, and faculty the opportunity to learn more about what we do in disability services and accessibility on campus and how we can help, as well as let students and non-disability services staff and faculty ask questions and give feedback on accommodations in the residence halls and classrooms, their experiences as a person with a

disability, and/or their experience working with students with disabilities. It is invaluable that we all communicate with and learn from each other, so we hope to see many of you there! We will offer both in-person and virtual attendance options for this networking and professional development event. Registration and information on the conference may be found [here](#). If you have any questions, please reach out to Shauna Goodell at 406-496-4428.

INFORMATION TECHNOLOGY POTLUCK

You are invited to Information Technology's Potluck, Hot Dog It's Summer! The potluck will take place on **June 21** from 11:00 am to 1:00 pm on the MG Building 1st floor patio. Bring your favorite dish to share. I.T. will provide the hot dogs and all the trimmings. Hope to see you there!



2023 FISCAL YEAR-END PROCUREMENT INFORMATION

Fiscal Year End (June 30, 2023) is rapidly approaching. Your cooperation and timely processing of year-end purchases is important and appreciated in order to ensure that funds are spent in the appropriate fiscal year & that we have adequate time to process requests.

- Purchase requisitions that require formal solicitation must be submitted by **April 1, 2023.**
- Purchase requisitions that require limited solicitation must be submitted by **April 15, 2023.**
- Purchase requisitions that do not require solicitation must be submitted by **May 1, 2023.**
- Procard transactions that need to be expensed in FY23 must be completed by **June 12, 2023.**
- Invoices for FY23 must be submitted to Accounts Payable by **June 12, 2023**

Purchases of Software & I.T. Equipment (Computers, Tablets, Printers, Monitors, etc.) need to be coordinated through your I.T support Staff and requested no later than April 15, 2023 to insure the Purchase is completed for FY23.

- Complete all Procard transactions for FY23 prior to June 12, 2023
- June 13-June 30 will be a purchasing blackout period (Procards cannot be used Unless you are in travel status)
- You can start using your Procard for FY24 expenses on July 1, 2023

We appreciate your support and look forward to a smooth and successful 2023 Fiscal Year End. For assistance or clarification on any of the above information, please contact:

- Kelsey Kerbs, Procurement Specialist, kkerbs@mtech.edu or (406) 496-4376
- Carleen Cassidy, Director of Finance & Budget, ccassidy@mtech.edu, or (406) 496-4252
- Erica Rude, Accounts Payable, erude@mtech.edu

