



MONTANA TECH WEEKLY UPDATE

June 3, 2024

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Roundtable Discussion with U.S. General Services Administrator (in-person or [Zoom](#))

Staff Appreciation Event

Campus Catering

AISES Searching for New Members

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2024 Fiscal Year-End Procurement Information

UPCOMING CAMPUS EVENTS

6/4: Roundtable Discussion with U.S. General Services Administrator (2:30 pm, URC Poore Room or [Zoom](#) (meeting id: 857 7173 4172, passcode: 645309))

6/8: Drag Story Hour (6:00 pm, Copper Lounge)

6/12: Staff Appreciation Event (1:00-3:00 pm, Courtyard)

6/13: *Essentialism*: part III and IV (2:00 pm, Chancellor's Lounge in the Mill)

6/14: Registration Rally

7/4: 4th of July Parade (10:00 am, Harrison Avenue)



The Weekly Update will come out every two weeks during the summer months.

ROUNDTABLE WITH U.S. GENERAL SERVICES ADMINISTRATOR (IN-PERSON OR ZOOM)

Montana Tech faculty, staff, and students are invited to join U.S. General Services Administrator (GSA) Robin Carnahan for a conversation about emerging and sustainable technologies, like geothermal, that power buildings while helping reduce carbon emissions on **Tuesday, June 4, 2024** from 2:30 pm to 3:30 pm in the Poore Room in the Frank and Ann Gilmore University Relations Center or via [Zoom](#) (meeting id: 857 7173 4172 and passcode: 645309). Hear about what GSA is doing to help address climate change in federal buildings, and ways the next generation of leaders can get involved with civil service to help protect our planet.

STAFF APPRECIATION EVENT

The Montana Tech Staff Senate is having a Staff Appreciation Event on **Wednesday, June 12** from 1:00 to 3:00 pm in the Courtyard. Please join us as we celebrate our staff with SINGO and

prizes and receive a scoop of Extra Sprinkles ice cream on us with the support of the Chancellor's office.

CAMPUS CATERING

Sodexo Catering is open for the summer to help with any event big or small. Contact Michael McCormick (4421), Tim McLaughlin (4590), or Stacie Breitzman (4211) and they can help you figure out what will work best for you and if for some reason they are unable to do the event, they can give you a waiver. Thank you from Sodexo Catering.

AISES SEARCHING FOR NEW MEMBERS

The Montana Tech chapter of the American Indian Science and Engineering Society (AISES) is celebrating a year of groundbreaking successes, and club members are on the search for new members, as well as increased faculty and staff involvement to build community that will bring more indigenous culture to the forefront of campus through shared experiences.

The team is seeking a new faculty advisor to support their participation in the First Nations Launch Moon Challenge, as well as new club members and increased faculty/staff participation to help grow community on campus.

To learn more about the team and their accomplishments this year, click [here](#). For more information about joining or supporting AISES, email aises@mtech.edu.

4TH OF JULY PARADE

We are excited about the upcoming 4th of July parade. We are hoping to have many faculty, staff, and students walking with our entry. The parade will begin at 10:00 am at the Butte Civic Center and will proceed down Harrison Avenue. We have a limited number of t-shirts for those walking with the Montana Tech entry. If you are interested and want a t-shirt, please email Amanda Badovinac with your shirt size.



2024 FISCAL YEAR-END PROCUREMENT INFORMATION

Fiscal Year End (June 30, 2024) is rapidly approaching.

No later than June 14, 2024: Complete all Procard transactions for FY24 prior to June 14, 2024. June 15th-June 30th will be a purchasing blackout period (Procards cannot be used Unless you are in travel status)

You can start using your Procard for FY25 expenses on July 1, 2024

No later than June 14, 2024: Submit FY24 Invoices to Accounts Payable by June 14, 2024 at Noon

Please understand that if the above deadlines are not met, we cannot guarantee that we will be able to process requests in this fiscal year

For assistance or clarification on any of the above information, please contact:

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