In response to several questions regarding the shipment of packages, this reminder serves to clarify any confusion. The CAHNRS webpage has a shipping link on the main web page that has instructions on shipping packages utilizing the WSU shipping e-form. The e-form can be found through the request for shipment link login. Keep in mind that there are various form classifications once you login, and you must start a new request for shipment of merchandise in order to be prompted to the form. If you would like a step-by-step screenshot guide please email anna.schilter@wsu.edu

Starting August 13th the Business Center will resume normal departmental coverage hours from 8am – 5pm
RESEARCH AND EXTENSION
GRANT REPORT FOR JULY

The CAHNRS Business Center Grants Office has awarded $2,531,337 in research grants, and $97,330 in extension grants. The sixty-one proposed research and extension grants made in July total $11,285,806.

PERSONNEL REQUEST TRACKING

Starting August 6th CAHNRS will start using an electronic form system which allows both the business center and its customers to track personnel requests as they move through the system. The request forms can be found at http://personneltracking.cahnrs.wsu.edu. This link will send your request into the tracking system automatically. Attachable forms will be available to use and can be found through the link above. All correspondence regarding requests will be made through the tracking system email.

COMMON ERRORS THAT DELAY TEV PROCESSING

- Start and end dates should match trip information dates (in the body of the TEV).
- Departure and return times must be noted.
- Lodging exception number noted if applicable.
- Sign as a claimant prior to submission.
- Incorrect Routing -- Submit to the corresponding group inbox (FS Clark Business Center, Johnson Business Center, WSU Extension Travel).