At this joyous time of year, we are grateful for our work with you. We hope you and all your coworkers, family, and friends have a great holiday season filled with joy.

Keep in mind that the CAHNRS Business Center will be closed from December 24th through January 2nd.

IMPORTANT BC TRAVEL DATES

❄️ December 18th will be the next CAHNRS Travel Training. Please contact Kelsey Harris if you would like to attend.

❄️ Starting January 1st, the 60-day tax will be implemented.
GRANTS UPDATE

GRANT ADMINISTRATOR BREAKDOWN:

The breakdown of Grant Administrator designations have been made accessible on the CAHNRS Grant webpage for your convenience.

AWARD / PROPOSAL COMPARISON:

$847,810 in research and extension grants were awarded for the month of November.

PURCHASING REMINDER:

PLEASE WATCH YOUR PURCHASE CARD FOR ANY FRAUDULENT CHARGES THIS TIME OF YEAR.

CONTRACT TIPS

TIMELINE:

CONTRACT PROCESSING CAN TAKE 60 DAYS; THIS IS EVEN MORE IMPORTANT TO REMEMBER NOW BECAUSE WSU CENTRAL CONTRACTS IS CURRENTLY SHORT STAFFED.

SUBMISSION:

A CONTRACT PACKET MUST INCLUDE ALL DOCUMENTS REFERENCED WITHIN THE AGREEMENT BEFORE SUBMISSION TO CONTRACTS.BC@WSU.EDU; INCOMPLETE PACKETS SLOW DOWN THE PROCESSING TIMELINE.

NEW W-9 RULE:

A W-9 FORM IS NEEDED IF A CONTRACTED VENDOR REQUIRES PAYMENT FOR SERVICES RENDERED.