RESIDENCE HALL PAYROLL CHECK DISTRIBUTION CHANGE

February 25th, 2019 was the last pay period where checks were delivered to the residence halls. Beginning with the March 11th, 2019 payday, Payroll checks for students living in residence halls will be available for pick up with a photo ID at Payroll Services, French Ad room 236.

Sign up for Direct Deposit! It is easy and convenient. Payroll Service hours are Monday – Friday from 8am – 5pm.

MISSING PACKAGES . . .

After a few missing package incidents, we wanted to send out a brief reminder about checking out packages.

- If you open a package with contents that you did not purchase, we ask that you return the package to the Business Center where we will be able to troubleshoot who it belongs to.

- If you pick up a package for someone else, please sign it out in the log book and let that person know you have their package.

- If you are expecting a package, we suggest you track it carefully and are prepared for its arrival.

PURCHASING OFFICE REMINDER

A Purchase order generates an encumbrance against the supporting account but does not initiate payment. If you receive a Purchase Order from the CAHNRS Business Center, an invoice from the vendor needs to be submitted to the CAHNRS Business Center or Accounts Payable before payment will be made. Invoices must meet the following criteria before payment can be made to the vendor.

- The invoice must bill Washington State University.
- The invoice must contain printed heading with vendor name and remit to address.
- The invoice must include an itemized list of goods or services provided to WSU.
- Goods or Services ordered must be received before an invoice can be submitted/paid.

INSTRUCTIONS ON HOW TO APPROVE TIMECARDS HAVE BEEN ADDED TO THE NEWS PAGE IN COUGAR MANAGER AND ON THE BUSINESS CENTER WEBPAGE.
Friendly reminder, if your mailing address is incorrect on your TEV, you will need to update this on the TEV Form and in your My WSU account.

The Business Center initially audits and routes TEV’s within 72 hours of receiving. If it is at the BC longer than 72 hours and you haven’t heard from us, please feel free to follow up.

Policy Updates
95.01 Travel Management: Updates verbiage and policy reference.
95.03 University Travel Charge Card: Update to policy and application forms.
95.05 Travel Advance: Updated form (used exclusively by the Business Center). Policy update, length of travel is now 10 days instead of 14 days.