



PERSONNEL

Please remember to submit requests no later than 2 days prior to the document schedule due dates as published by Payroll and HRS. This allows the Business Center time to get documents and actions submitted by the due date.

- 2nd Half of March – March 20th
- 2nd Half of April – April 20th
- 1st Half of April – April 3rd
- 1st Half of May – May 1st

CONTRACTS

Starting March 1st, all contracts, real property requests, and personal or purchased service contracts will be submitted to the CAHNRS Contracts Specialist at contracts.bc@wsu.edu. This improved process streamlines the way contracts are submitted. The Contracts Specialist will work closely with CREO and Purchasing to get contracts reviewed and approved.

Cut-over Period for TEVs & TAs

There will be a cutover period in June where Travel Services will not accept Travel Expense Vouchers. (We can expect a 2-6 week cut-over period before 7/1). This is so we can convert some legacy data into Workday. We are still awaiting a set cut-off date, and will communicate this out, once received.

All Travel Authorities for travel dating after 7/1/2020 should not be submitted until after the Workday implementation, with the exception of international travel and other trips needing immediate bookings. Please contact the Business Center if you have any questions or concerns!

**NEW 2020 MILEAGE RATE EFFECTIVE JANUARY 1ST IS
NOW \$0.575 PER MILE.**

TRAVEL

AS OF 2/10/2020 WE HAVE

1,540

OPEN TRANSACTIONS

**DOWN FROM 2050 THE
END OF JANUARY.**

THIS IS GREAT!

203 OF THE 1540 IS

**CONSIDERED OUTSIDE OF
WSU POLICY OF**

**RECONCILING IN A TIMELY
MANNER. A SECOND**

**REMINDER EMAIL WILL BE
GOING OUT SOON.**

Purchasing Card Holders

**Your annual Roles &
Responsibilities will be
emailed out in March with
the Business Center
guidelines. Please sign and
return the R&R document to
adriana.rivera@wsu.edu**

or

purchasing.bc@wsu.edu

PURCHASING

How to Prepare a Purchasing Card Packet:

- Match up all your transactions to your monthly report, in the order of the reconciliation report.
- Check off Statement (Your monthly report should contain every transaction that is on your statement)
- Packet should contain:
 - Reconciliation Report
 - Monthly Statement
 - All transactions for the month with original receipts
- Sign & Date the last page of the report (which goes on the front of the packet)
- Send to Approving Official (AO) to double check, sign and file (If you are mailing your packet, you should save a scanned copy because we have had them lost in the mail)
 - If Heidi or Liz is the AO, send to:
CAHNRS Business Center
201 Johnson Hall
PO Box 646424
Pullman, WA 99164-6424

Purchasing Item to Note:

If you are making a purchase on a grant, please send a copy to your Grant Administrator for their documentation needs. Need to know who your Grant Administrator is, use the link below:

<https://cahnrs.wsu.edu/research/grant-administrators/>

CAHNRS

**BUSINESS
CENTER**