



CAHNRS BUSINESS CENTER

JULY 2020 NEWSLETTER

PURCHASING

Purchasing Update:

Remember WSU has put out new guidelines on purchases greater than \$5,000. Be sure to fill out the required documentation. For more information please talk with your area's financial point of contact or see the WSU Purchasing Freeze section on the Purchasing page of the CAHNRS Business Center website.

<https://business-center.cw.wsu.edu/purchasing/>

Invoice Update:

Currently Accounts Payable is working to get all invoice requests paid. The Business Center is actively tracking invoices that have passed the Net30 payment period AP follows. If you have already submitted an invoice into CBS, please do not resubmit or pay via purchasing card without contacting the Business Center first. It is also important not to hold invoices for bulk submissions as that only adds to the delay in payment. Thank you!

TRAVEL UPDATE:

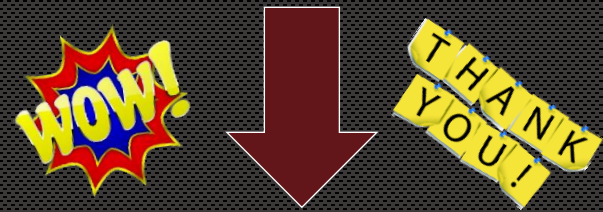
Travel Authorities submitted for FY 21 will only have TEV's sent up until 12/31/2020. All travel after this date will be in the new Workday system.

Please reach out to the CAHNRS BC Travel staff with any questions or concerns.

OPEN TRANSACTIONS

May 11th, 2020:

1830 (537 Past Due)



July 7th, 2020:

645 (52 Past Due)

We'd like to thank all our AMAZING purchasing cardholders for a job well done in helping us get the number of open transactions down the past two months!

Due to the complex and unpredictable times during this COVID-19 pandemic please be aware of any cancellation polices outlined in WSU approved contracts. By staying informed we can help prevent the loss of CAHNRS funds due to cancellations related to the pandemic. If the cancellation terms outlined are confusing or unclear please reach out to the CAHNRS Contracts Specialist at contracts.bc@wsu.edu and they can help you understand the terms and conditions of the agreement.

CONTRACTS