



CAHNRS

October 2021 Newsletter

Resources

We are starting up trainings and open house opportunities for Travel and Purchasing. Dates & time listed below.

Travel Supervisor Update

We are happy to announce that Paula Farley has been selected to be the new Fiscal Specialist Supervisor over Travel. She will begin her new role on October 4th. The BC will begin searching for her replacement immediately.



Congrats Paula!!

Trainings

Full Travel Trainings:

- Wednesday, October 13th 1:30pm-2:30pm
 - Wednesday, October 20th 8:30am-9:30am
- To enrolled in one of these trainings, please reach out to [Adriana Rivera](#)

The trainings will be via zoom and LIMITED people in 204 for those who want in person

CAHNRS Business Center Open Houses

Travel:

Please zoom in and ask any questions you may have or if you would like to start a Spend Authorization or Expense Report with a Travel Specialist, we are here to help!

Every Thursday Morning from 10:00am to 11:00am

Meeting ID: 953 0501 2586

Passcode: 515829

Purchasing:

Have questions about how to request a purchase, enter an invoice, or manage your purchasing card? Jump on a zoom with the Purchasing Team and have 1:1 assistance on completing your task in Workday! Drop in as often as you would like!

Every Tuesday Afternoon from 1:30pm to 2:30pm

Meeting ID: 920 2778 3416

Passcode: 564712

OR

Every Friday Morning from 8:30am to 9:30am

Meeting ID: 951 4010 0296

Passcode: 134323

For over nine years, the CAHNRS Business Center has been serving the College of Agricultural Human and Natural Resource Sciences in the areas of personnel, payroll, purchasing, travel, and contracts. We strive to provide excellent customer service to all CAHNRS departments, while adhering to the policies and procedures set forth by Washington State University.