



CAHNRS

November 2021 Newsletter

Mail Code: 6424

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

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Packages

Please check all items have arrived and there is no damage. If any issues, report it asap to the company. No payment should be made until correct order is received.

Address Formatting

To ensure smooth delivery please confirm the shipping address:

Name
230 Dairy Road
Building/room #
Pullman, WA 99164

Other examples of Building/Rm#:
PSB 101C, Johnson Hall 285, Smith 213B

Shipping Reminders



Purchasing Reminders

Workday Comments

Please check for comments on tasks in your Workday inbox. Comments often times hold additional information about the tasks and/or action items needed to complete the tasks.



[View Comments \(3\)](#)

ComData Policy Reminder:

ComData receipts need to be provided to the Business Center by the start of the month. Currently the Business Center receives only 40% of receipts so please make sure you are sending them in as soon after each transaction as possible to stay compliant with policy.

A great tip is first send a scanned copy to purchasing.bc@wsu.edu and then the originals to Johnson hall, mail stop 6424.

Purchasing Card Holders

Please send receipt(s) for your goods and/or services as soon they are received to your reconciler/verifier (if you have someone verifying your card) as this will assist in keeping your card and accounts up to date.

Check out the [Announcements](#) webpage for updates on the CAHNRS Gift Process and Deposits & Recoveries.

Spend Authorization: Prior Approvals

Prior approval is required for ALL official University travel outside of the State of Washington and outside the United States. In order for the traveler to be eligible:

- To travel on behalf of WSU, and
- To receive reimbursement for authorized and allowable expenses (see [BPPM 95.05](#)).

Spend Authorizations must be submitted and approved prior to purchasing airfare or booking hotels or rental cars.

For employees this is also required in order to be covered under WSU's worker's compensation insurance while in travel status

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Hmm .. I need help with travel and I've got some purchasing questions, but need some one-on-one?



Open House Sessions



Purchasing

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

Meeting ID: 920 2778 3416
Passcode: 564712

Travel

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

Meeting ID: 953 0501 2586
Passcode: 515829

C O N T R A C T S

Reminder

Recently the BC has received some last minute contracts. Often we try to facilitate the approval with Central but have recently received this email from REBO and wanted to share:

“(We) cannot maintain these kind of immediate or rush turn around requests. We are working to find help with our staffing levels but until we can replace Sam, we need to ask that you understand that there is a process, much of which we cannot control, and there is a large backlog of contract requests, all of which feel that their contracts are also a priority.”

Please plan ahead as much as possible with future contracts.

P E R S O N N E L

Remember ..

- Your pay stub is available to view in Workday 3 days prior to payday. WSU Payroll encourages all employees to make reviewing your paystub a habit prior to payday to ensure correct payment.
- The deadline to request out of cycle pay checks is 5:00 p.m. on pay day.