March 2022 Newsletter

**Purchasing**

*The spend category of the month is….*

If you are buying uniforms and/or safety boots, please do not use SC00048 as that is for Athletics only. The other Spend category that was in place SC00044 is inactive so we need to use the ones below instead:

**SC00041 Supplies and Materials**
General supplies and materials that are ordinarily consumed or expended within one year after purchase. Also includes small equipment items.

**OR**

**SC00040 Instruction/Lab/Medical Supplies**
Consumable supplies and materials purchased for instruction, labs, AND for medical supplies that are not sales tax exempt.

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**Tips for Workday**

Affiliate making a "Create Requisition" request

Currently, Workday does not provide the functionality for affiliates to create requisitions, we recommend having the affiliate contact the department to create the requisition on their behalf.

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**Contracts Reminder**

Due to staffing shortages, processing time for contracts submitted to Central Purchasing & REBO is taking approximately 60 days. If you have events in June, please send your contracts in no later than the beginning of April. Thank you!
Request To Serve Food

Updated version is now available. Please make sure you have the newest form on hand.

Travel Cards Announcement
Did you know if you are a full-time employee and travel regularly, you are eligible for a travel card! See travel.wsu.edu/wsu-travel-charge-cards for more information.

And for those who currently have travel cards, please remember you are not eligible for a Travel Advance.

Questions? Please reach out to travel.bc@wsu.edu for assistance.

Motor Pool Reminder
With the implementation of WorkDay there has been some confusion of how the Motor Pool process works for CAHNRS travelers. The CAHNRS Business Services Travel Team will continue to facilitate the reservation process for vehicles as we did prior to WorkDay as follows.

If a traveler needs a Motor Pool vehicle they will fill-out and submit the request form found on the CAHNRS Business Service Travel page.

Once the form is received by the Business Services Team, we will in turn make the reservation with Facilities and email the confirmation number to the traveler. The traveler will need the confirmation number and driver’s license when they pick up the vehicle from FAC-OPS.

Please follow this procedure in order to avoid duplication of requests submitted to Motor Pool and so we can keep your travel organized and efficient. Please let us know if you have any questions or if we can assist in any way.

For visiting scholars
The time International Programs needs to prepare a J-1 is 3-4 months and they need 6 months for an H-1B.

To All Employees:
Please enter your time as you work it and submit hours no later than the 15th and the last day of the month. This gives your supervisor more than enough time to approve. Supervisors generally have at least 2 days after to approve.