Fiscal year 2023 is here!

All future Newsletters will be posted on the first of every month.

**CONTRACTS**

There is a new process to request a certificate of insurance. The request form is no longer used and now a submitting platform via a Qualtrics Survey is in place to process the request.

Please follow this link to complete the Qualtrics Survey: https://wsu.co1.qualtrics.com/jfe/form/SV_e4A6HFxL40yVHHU

The link can also be found on the Risk Management website: https://crmo.wsu.edu/resources-forms-rm/

**PERSONNEL**

REMINDERS:

- Please submit all fall appointments in as soon as possible.
- For new salary appointment requests, please include all the pertinent information needed to obtain leadership approvals. This can be included on the OPDRS or in the faculty new position comments.
- Position Details include:
  - Supervisor
  - Location
  - Position
  - FTE
  - Salary
  - Anticipated Start Date
  - Position Term (12 Months)
  - Funding (Budget #’s and splits)
  - Justification
- Check out the CAHNRS CFA website for information on the OOC Salary Request Form. https://business-center.cw.wsu.edu/personnel/
**Tip of the month:**
**What is a RTSF form?**
A request to serve food is used to obtain prior approval to pay for meals or light refreshments. The request form must include a list of participants and purpose of the event.
- The responsible Chair or Director must sign the request form at least five working days before the event, see BPPM 70.31.

**When is a Request to Serve Food form required?**
A request to serve food form is required for State and Grant funded meal or light refreshment purchases. This includes purchases made through a WSU Service Center. Please note: There are exceptions when a request form is required, see Food Matrix.

**Conditions for Meals and Light refreshments.**
- Please see the link below for more information.
  https://acctspay.wsu.edu/conditions-for-meals/

**Where do you route the completed Request to Serve Food form?**
- For Procurement Card transactions, attach the completed request form to the Workday transaction verification.

**PURCHASING OPEN OFFICE HOURS**
**EVERY TUESDAY FROM 1:30PM TO 2:30PM**
MEETING ID: 924 5507 4262
PASSWORD: 187645

**TRAVEL**

**REMINDER: Reporting Personal Time/Travel**
**All travelers are required to disclose when personal time/travel is being incorporated into an official WSU Business related trip. This information is required on all Spend Authorizations prior to travel (identifying personal travel dates vs. official WSU Business dates). The Expense Report in Workday must indicate the exact time official travel status begins and ends.**
*Reference: B.P.P.M. 95.17*

**POV Mileage:**
**As of July 1, 2022 mileage for personal owned vehicles will be reimbursed at the rate of .625 per mile.**

**TRAVEL OPEN OFFICE HOURS**
**EVERY WEDNESDAY FROM 10:00 AM TO 11:00 AM**
MEETING ID: 919 4964 1734
PASSWORD: 273248