Welcome Back Students!

Contact Finance and Business Services:
CAHNRS.FA@WSU.EDU
CAHNRS.FA.PERSONNEL@WSU.EDU
CONTRACTS.BC@WSU.EDU
PURCHASING.BC@WSU.EDU
TRAVEL.BC@WSU.EDU

Announcements:
- We are sad to announce that Kristi Graham is no longer working for CAHNRS Business Services. We wish Kristi the best of luck in her new job!
- Esther Kruse is our new Interim AFO.
- Check out our personnel site to see all the new updates https://business-center.cw.wsu.edu/personnel/
- Watch for updates on how to verify pcard starting in October 2022.
If you would like to pay for a contract with a purchasing card, a p-card exception request is needed (per BPPM 70.08). The form can be found at https://business-center.cw.wsu.edu/contracts/ or https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-08-procurement-card/.

2. If you need a certificate of insurance per the language found in a contractual agreement, please follow this link: https://wsu.co1.qualtrics.com/jfe/form/SV_e4A6HFxL40yVHHU, the process is now built into a Qualtrics Survey

As a friendly reminder, all the fields on the first page of the contract request form must be filled out.

4. If the contract counterparty does not have a customer or supplier number in Workday, the CAHNRS Contracts Specialist will request that a customer or supplier number be generated in Workday. A supplier request will need a signed and dated W-9 and a customer will require an address, phone number, email address and website address (if applicable).

5. As a friendly reminder, please send all contact inquires/submissions to contracts.bc@wsu.edu

Here are some helpful links:

- Workday Knowledge Base:
  https://confluence.esg.wsu.edu/display/WKB/Workday
- How to find customer numbers:
  https://jira.esg.wsu.edu/servicedesk/customer/kb/view/169156567 (for no-cost or revenue contract requests)
- How to find supplier numbers:
  https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156963633 (for expenditure contract requests)

Check out our website for more information and any updates!

https://business-center.cw.wsu.edu/

Contracts: https://business-center.cw.wsu.edu/contracts/
Personnel: https://business-center.cw.wsu.edu/personnel/
Purchasing: https://business-center.cw.wsu.edu/purchasing/
Travel: https://business-center.cw.wsu.edu/travel/