

CAHNRS *Business Center*

September 2021 Newsletter • Mail Code: 6424

Personnel • Purchasing • Contracts • Travel

PERSONNEL

Announcement:

International Student and Scholar Services (ISSS) with International Programs (IP) has updated their processing fees. Below is a chart reflecting the changes as of September 1st, 2021.

| ISSS Service | Current Fee | New fee |
|--------------------------------------|-------------|----------|
| J-1 (initial & extension) | \$150.00 | \$260.17 |
| J-1 Amendments* | \$0.00 | \$38.72 |
| H-1B (new, extension and amendments) | \$500.00 | \$900.26 |
| TN (border crossing) | \$0.00 | \$88.12 |
| TN (within U.S.) | \$200.00 | \$316.16 |

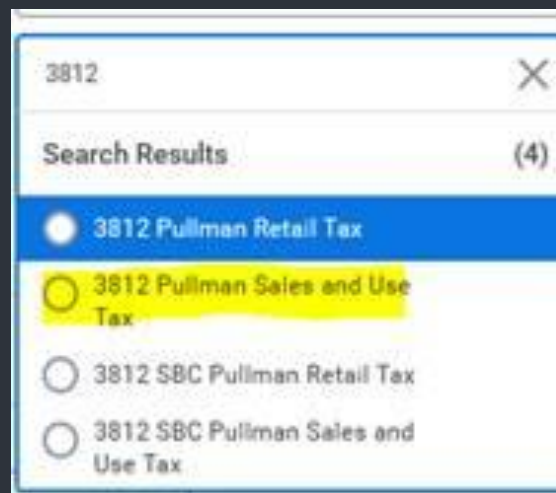
These increases only impact the processing fees paid to IP (ISD/IRI), the fees for the Department of Homeland Security remain the same.

PURCHASING

Tax Code Option:

When processing requests that require you to pick a tax code you may have noticed “SBC (City/County) Sales and Use Tax” is now in the drop down list.

Please continue to use the appropriate “(City/County) Sales and Use Tax” for the destination of your goods, if you are getting an error message in regards to SBC Tax Code it is because you selected “SBC (City/County) Sales and Use Tax”.



Error

1. Page Error

- The selected SBC Tax Code can only be used for CC0488 for the selected Spend Category. Please select a different Tax Code or update the Spend Category to SC00199.

Purchasing Cardholder Reminder:

If you are leaving the University and you are a purchasing cardholder, a written request needs to be sent to Card Services to cancel your card before you depart. All transactions on the account must be cleared before the request can be made, please reach out to purchasing.bc@wsu.edu if your card is verified by one of the Business Center staff and/or you require assistance with getting your card closed.

\$10K Direct-Buy Limit

Departments have direct buy authority for allowable purchases up to \$10,000. This is \$10,000 per order, before tax and shipping are added. For allowable purchases **OVER** \$10,000 please contact purchasing.bc@wsu.edu for specifications.

Cell Phone Process

WSU Office of Financial Management (OFM) has recently updated their cell phone policy. You are welcome to read the full policy at Business Policies & Procedures Manual (BPPM) 85.45 for details. With the policy change, the Business Center has seen an uptick in requests for Cell Phone Devices. Please note that for areas that have determined a department cell phone is the best process you need to complete a Cellular Device Authorization and Agreement. Once this form is completed and signed, contact the Business Center to receive contact information for a state contracted company.

Ferdinand's



Washington State University
Creamery

Business Center's Favorite Ferdinand's Ice Cream Flavor

We couldn't choose just one!



2nd Place: Tin Lizzy Classic



1st Place: Caramel Cashew



3rd Place: Cappuccino Chip,
Chocolate Cookie Dough,
Chocolate Peanut Butter &
Cookies N Cream

Photos courtesy of: <https://creamery.wsu.edu/ferdinands-ice-cream-shoppe/ice-cream-flavors/>

Contracts Reminder:

If you have an agreement that requires a signature (contract/catering/MOU/MOA/facility/no-cost/copier etc.), and you are unsure who has the authority to sign, please refer to this BPPM 10.10, use this link for information: <https://rebo.wsu.edu/delegation-of-authority/> and this link for the list of WSU employees that have permission letters to sign on behalf of WSU: <https://rebo.wsu.edu/delegate-list/> . *Please do not sign any agreement for WSU unless you have been given delegation of authority from central.* Thank you!



TRAVEL

Check out our web page
for travel information and
tutorials!

