

# September NEWSLETTER

## CAHNRS FINANCE & ADMINISTRATION

---

---



### 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.



## For more help on anything Purchasing or Travel we have Zoom Open Office Hours:

### Personnel:

Tuesday from 10:00 a.m. to 10:30 a.m.

Meeting ID: 999 8631 3102

Password: 251581

### Purchasing:

Tuesday from 1:30 p.m. to 2:30 p.m.

Meeting ID: 924 5507 4262

Password: 187645

### Travel:

Wednesday from 10:00 a.m. to 11:00 a.m.

Meeting ID: 919 4964 1734

Password: 273248



## Tips from Contracts!

1. 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](https://wsu.co1.qualtrics.com/jfe/form/SV_e4A6HFxL40yVHHU), the process is now built into a Qualtrics Survey
3. 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 inquiries/submissions to [contracts.bc@wsu.edu](mailto: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/>