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A Message from the University Operating Budget Office

POSITION CONTROL

The operating budget staff has worked diligently over the past few months in posting many changes to your position budgets. Please take time to review your position reports thoroughly to ensure that the budget transactions have been processed accurately. Back-up documentation (journal vouchers) for changes made to your Fund 10200 positions will be sent to you in January. Questions regarding position control should be referred to Steve Ludemann (**Steve.Ludemann@wwu.edu** or X/3029). To assist in resolution of any potential problem areas, please provide copies of reports and/or forms and a brief description that summarizes the nature of your concern. This will save us valuable time in conducting research and provide you with a speedier response.

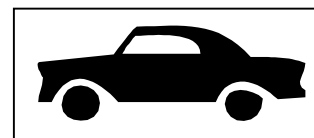
BUDGET JOURNAL VOUCHER ON THE WEB

In conjunction with Administrative Computing Services, the Budget Journal Voucher is available for use on the Web. The form is available at the ADMCS home page, www.wwu.edu/depts/admcs, and then select "Online Forms." Using the online version of this form allows you to fill out an entire budget journal voucher on your screen and have it sent directly to the operating budget office by a simple click of your mouse! If you have questions regarding use of the form, please contact Steve Ludemann (X/3029 or email: **Steve.Ludemann@wwu.edu**) or Wendy Kelsey (X/7988 or email: **Wendy.Kelsey@wwu.edu**).

WELCOME TO WESTERN

Please welcome to Western our new Assistant Director in the Operating Budget Office, Diana Scoles. Diana recently joined our administrative team and is quickly familiarizing herself with our Finance and Human Resources administrative systems. She comes to Western from Washington State University where she was the Finance and Administrative Officer for the College of Pharmacy. Diana can be reached at X/4762, email: **Diana.Scoles@wwu.edu** or better yet... stop by and introduce yourself.

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New Mileage Rate for Privately Owned Vehicles

Revised §10.90.10 of the State Administrative & Accounting Manual (SAAM) becomes effective Jan 1, 2001, and adopts the rate for privately owned vehicles set by the Treasury Department as allowed by RCW §43.03.060. The new reimbursement rate for mileage is:

Mileage Rate	Old Rate	New Rate
Privately Owned Vehicles	\$.325	\$.345

Files containing a color copy of the state of Washington per diem map and a listing of the 150% exceptions to the maximum lodging rates (Schedule B), are now on the Office of Financial Management's (OFM) website at www.ofm.wa.gov/policy/resource.htm.

All OFM directives and policies are available on the website at www.ofm.wa.gov/policies.htm. We encourage you to use the online SAAM, as it includes all technical corrections made between formal policy updates which are published under directives. For more information, please call Amber at the Travel Desk, X/3341.

Topics This Issue

1. *Message from University Operating Budget*
1. *New Mileage Rate*
2. *Questions and Answers*
2. *Steve Baughn's Retirement*
2. *Central Stores Online Ordering*



Questions and Answers

Question: Whom do I call for help with the Banner Student Module?

Answer: If you have any questions relating to Banner modules, you may call Calvin Priest at X/7294 (HR Module and Employee Web), Cindy MacLean at X/7209 (Student Module), Jean Meyer at X/3470 (Financial Aid Module), David Weiss at X/4905 (Student Accounts Module), or George Edward at the Help Desk X/5890 (Finance Module).

Do you have any questions that you would like answered in the next *Finance Footnotes*? If so, please forward them to George Edward at the Help Desk X5890, Fax X7724, george.edward@wwu.edu or MS 1420.

STEVE BAUGHN IS RETIRING!!!



Steve Baughn, Central Stores Manager, retired January 5th after 26 years at Western. A celebration has been planned for Friday, January 12, 2001 in the Print Plant (Commissary) conference room from 3 - 4pm. Contributions can be sent to either Lori Torres x/3066 (MS 9044) or Dale Monroe (MS 1390). Please come and join us in wishing Steve the best for the future! We will miss him.



Recently, many departments have been returning their Check Distribution Lists to Payroll instead of Accounting Services. Would you please remember that when paychecks are distributed, the recipient needs to initial the Check Distribution List and after all recipients have signed, the department should return it to Accounting Services, MS 1420. Thank You!



Central Stores Online Ordering

To improve our service, we have a new contract with Corporate Express. Corporate Express offers an online ordering system called Eway with over 13,000 items in their catalog and access to over 35,000 more items in the Corporate Express database. The Eway online catalog features product description, pictures, and your discounted prices, before sales tax.

At the present time, Central Stores only stocks copier and printer paper, and other related paper products that offer you the best price when we purchase in truckload volumes. All of these "Quick Ship" items can be delivered within one day. For a complete listing of the nineteen items on the Quick Ship Commodity List, please go to the Central Stores website (www.ac.wwu.edu/%7Ecstores/) and select Central Stores Quick Ship List.

If you have questions about the Central Stores or Corporate Express website, please call the Central Stores Information line at X/2988. If you would like Central Stores one-on-one web training, please call Kosal Nam at X/6528 or knam@cc.wwu.edu.



"If lawyers are disbarred and clergymen defrocked, doesn't it follow that electricians can be delighted; musicians denoted; cowboys deranged; models deposed; tree surgeons debarked; and dry cleaners depressed?" — Virginia Ostman