

Toner Cartridge Recycling

Central Stores will recycle all toner cartridges. Simply notify Central Stores (X/2988) that you have a toner cartridge for recycling. When Central Stores makes a delivery to your department, they will pick up the cartridge on the way out.



Speaking of Recycling... if your department is receiving monthly accounting reports which you do not want, perhaps because you are printing your own reports, please let us know and we will stop sending those reports to you! The Financial Manager should contact Diane Fuller at X/3675 or Diane.Fuller@wwu.edu. Please keep in mind that all monthly reports in a merge series will be cancelled. It is not possible to cancel one or two monthly reports, with the exception of special auxiliary reports.



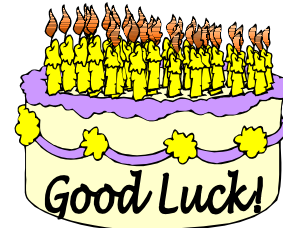
JV Deadline Reminder

Please remember that Journal Vouchers (JVs) are DUE in Accounting Services by the **22nd** of each month to ensure they will be posted to the current month. Accounting Services will continue to accept and key JVs received after the 22nd on a "Time Available" basis and process as many as possible prior to monthly closing.

The Fiscal Accounting Year is more than half completed. Please review your monthly reports on a regular basis and submit any necessary corrections as soon as possible to avoid the year-end rush.

If you need help in tracking or interpreting the information you receive, contact the Help Line at X/5890.

Karen Amarando is retiring! (1969-2001)



On January 31st, Karen Amarando retired after thirty-two years at Western Washington University. A retirement party was held for Karen at the Old Main Solarium. We hope that Karen stops by Accounts Payable every so often so we can stay in touch. *Best Wishes, Karen!*



Petty Cash procedures

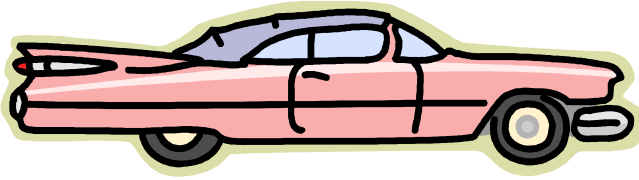
The Petty Cash Procedures are now online. Go to the WWU homepage, click on Students (at the bottom), then click on Cashier, and finally, Petty Cash Procedures. General Petty Cash policy, purpose, type of expenditure and reimbursement procedures are posted. The **Petty Cash Voucher** form is also online (just go to "II. Reimbursement Procedures"). For questions on Petty Cash Procedures, please call Debbie Potes, X/2930.

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A Message for Distributed Access Users



Question: What do the Telnet Hydra Menus and the Oldsmobile have in common?

Answer: *Neither one will be around much longer...* So if you prefer to print your own accounting reports, and you do not presently access Banner forms, it might be a good idea for you to become familiar with basic Banner navigation techniques. You might want to review SCT's Banner 2000 **Interactive Tutorial**. Simply use your Explore and go to W:\banner\Nav4 and click on the "Setup" application. The program will automatically load on your computer (you will need a sound card because the program is narrated by the "SCT Bear"). If you cannot access this file, please call George at the Help Desk (X/5890) and he will help you to access the tutorial.

Within the next few months, the Banner **Job** (Report) **Submission** process will be unveiled. Job Submission allows you to print accounting reports directly from a Banner form. Obviously, this requires all users to be familiar with basic Banner navigation techniques! We are in the midst of developing a training course for Job Submission. The prerequisite to Job Submission reports training will be a working knowledge of BANNER Navigation.

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 X/5890, Fax X/7724, George.Edward@wwu.edu or MS 1420.

New Travel Authorization Form

You may notice the new format of the Travel Authorization ("TA") Form. The new TA is letter size (8½" x 11") instead of legal size (8½" x 14"). We want to thank Esther Harris for suggesting the new format and helping us design it. The same information is contained on both TA forms and you can still use your old TA stock. If you have any questions, please call Amber at the Travel Desk, X/3341.

Need Corporate Express Training? Call Kosal Nam X/6528



New Employees

We are pleased to welcome three new employees who have joined our Western family.

John Zuzarte accepted the Central Services Supervisor position and started on Jan 29th. John is replacing Steve Baughn who retired after 26 years at Western. John will report to Dale Monroe and can be reached at X/3546. Contact John if you have questions about Corporate Express or Central Stores orders.

Leslie Schiffman has been hired as the newest Fiscal Technician in Student Accounts. Leslie replaces Denise Logue who moved over to the Cashier's Office. Leslie can be reached at X/7714.

Finally, **James Jacobsen** is the new Accounting Supervisor in Student Accounts. James replaces Kelley Flaherty who went to University Residences. James will report to Mike Edwards and can be reached at X/2921.



"I don't want to condescend to anyone of you who like Country and Western music. And for those of you who like Country and Western music, 'condescend' means to look down on someone." — Bob Newhart