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Welcome, Donna!



We are very pleased to welcome Donna Foley as the new Accounts Payable Supervisor. Donna replaces Karen Amarando who recently retired after thirty-two years at Western. Before coming to Western, Donna worked in Accounts Payable at Skagit Valley College and so comes to us well prepared and with valuable knowledge and skills. Donna will report to Accounting Supervisor Elaine Hughes and can be reached at X/6815.



The **Travel Desk** is creating an e-mail group for travel related issues. Each group member will receive periodical travel updates from Amber Ray. If you would like to become a member of this group, please e-mail Amber at Amber.Ray@wwu.edu.

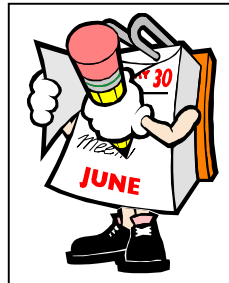
Regarding air travel service fees, we want to remind the campus that each time a flight is booked, the state travel companies charge various service fees. If the flight involves two carriers, there is a \$10 service fee for each carrier. In addition, the selection of airlines differs from one travel company to the next. So definitely shop around and make sure you write down the fares you are quoted!



If you need a campus phone number fast, check out the website www.wwu.edu/cgi-bin/phonebook.pl. You can search by name, phone number, or department. Try it out!



Fiscal Year-End Purchasing



We are once again rapidly nearing the end of another biennial budget cycle as June 30, 2001 approaches. It would be helpful for all Budget Authorities to review their planned purchases for the remainder of the budget year.

Anything to be charged to the current year must be physically received by June 30. This means the Field Order must be in place with the vendor in time for them to process the order and to ship the goods by that date. Also please note that any purchases in excess of \$3,000 must be competitively quoted, which can require two to three weeks depending upon complexity. Purchases in excess of \$39,100 must be solicited by sealed bid and advertisement, a process for which the requestor should allow at least sixty days for Purchasing to place the order in accordance with state law.

Help us to help you by contacting Purchasing before you begin determining the sources for your requirements. Purchasing will help you to identify sources, aid in the development of a bid specification, make sure all state bid laws are complied with, and also review the deal for issues like transportation, insurance, warranty and training.

Please contact Hal Verrell (X/3127) in Purchasing if you have any questions about placing year-end orders.



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Questions and Answers

Fiscal Year 2000 Accrual Period is Closed!

Question: We have a question about the Travel Expense Voucher. The expense amount that appears on our Budget Status Reports does not always match our pink copy retained in our files. Why is that?

Answer: The Travel Expense Voucher (TEV) is forwarded to Accounts Payable and audited by the Travel Desk. In many cases where the traveler claims per diem, or mileage, or meals, the TEV – as originally submitted – does not reflect the accurate state and federal rates. Maybe the per diem was incorrect for that particular city, or maybe the department gave the traveler a meal, which he/she was not entitled to, or maybe the mileage rate was wrong. In any event, the Travel Desk receives the TEV, audits it and sometimes adjusts it according to state travel regulations. The Budget Status Report reflects the final adjusted TEV.

Question: Regarding last month's issue of the *Footnotes*, is there **really** a Department of Thermography?

Answer: Yes, Virginia, there is a Department of Thermography. It exists as certainly as love and generosity and devotion exist, and you know that they abound and give to your life its highest beauty and joy. Alas! How dreary would be the world if there were no Department of Thermography! It would be as dreary as if there were no Virginias.

Not believe in a Department of Thermography! You might as well not believe in fairies. You might get your papa to hire men to watch in all the chimneys on Christmas Eve to catch the Department of Thermography, but even if you did not see the Department of Thermography coming down your chimney, what would that prove? *Nobody sees the Department of Thermography, but that is no sign that there is no Department of Thermography!* The most real things in the world are those that neither children nor men can see...

The Fiscal Year 2000 Accrual Period closed the last week of March. All audit adjustments for Fiscal Year 2000 have been made. Each department should have received a Fiscal Year 2000 Accrual Period report. This was the final report for your area for Fiscal Year 2000. There may or may not be changes in your balances from the first accrual period report you received. Please check your balances carefully. If you have questions, contact the Help Desk at X/5890.

If you are not presently the Financial Manager of record, please forward this report to the new Financial Manager. ***Because these reports are for the Fiscal Year 2000 accrual period, they can only print the Financial Manager as of June 30, 2000.***



“Diplomacy is the art of saying 'nice doggie' until you can find a rock.” — Will Rogers

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.