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Question: Where can I go
to book airfares on the web?



Air Travel Websites

O.K.

Continental.com
AmericanAirlines.com
United.com

Not O.K.

PriceLine.com
CheapTicket.com
BuckNakedTravel.com

General Rule:

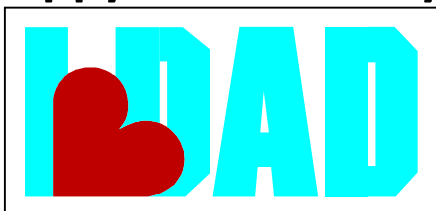
If it doesn't fly, it doesn't fly...

We will offer another 2 hour Travel Training Class on July 25th! The class will be held in **Old Main Room 435** from 10 to 12. If you would like to attend this class, please email Amber.Ray@wvu.edu. Amber will hold a Travel class on the last Wed of every other month. So if you cannot attend this class, the next class is Sept 26th.

JOB ADVERTISING

All classified advertising should be placed through either the HR dept (Staff) or Equal Opportunity Office (Exempt). The departments are to give HR or EOO their PO number, and they will place the ad. We are having problems with departments placing their own ads and setting up individual accounts with the newspapers, especially *Seattle Times*. There should be one central account with the *Times* and the *Bellingham Herald*, and all other newspapers. All ads for job recruitment should be placed through the appropriate office.

Happy Father's Day!



Good Luck, Zandra!

After 17 dedicated years of service, Zandra Anselmi has retired from the University Cashier. On May 31st, a retirement celebration was held for Zandra in the Old Main Staff Lounge. Michael Edwards and Debbie Potes congratulated Zandra and acknowledged Zandra's hard work and conscientiousness. Among the projects Zandra looks forward to is a trip to the Kentucky Derby at Churchill Downs racetrack, in Louisville, Kentucky. Zandra wants to wear a straw hat and sip on a mint julep!

YEAR-END REMINDER:

Question: What should I be looking for on my budget status reports as fiscal year-end approaches? Reviewing reports as fiscal year-end approaches involves the same procedures as those that should be used monthly. Look at your current month revenue and expenses on the Budget Status (FBBS02) report. Does this month multiplied by 11 (we now have 11 months of transactions recorded) approximately equal the year-to-date? If any figures seem extremely high or low, do you know why? If not, go to the Transaction Detail (FBTD02) report for the month and see if the variance can be identified and if it is correct. If the current month transaction detail does not provide a satisfactory answer, consider running the "Operating Account Cumulative Activity" (wopacctdl) report from the Distributed Access "Management and Summary Reports" menu. This report will list all detail activity for the year. It can be run for just one account or all. If you need help running this report or any reports, please call the Business Services Help Line at X/5890 for instructions. We also have a nifty 96-page Reports Manual which we will send to you upon request. Just email George.Edward@wvu.edu and include your mail stop. Thanks!

Topics This Issue

1. *Air Travel Websites*
1. *Job Recruitment Advertising*
1. *Zandra Anselmi's Retirement*
1. *Year-End Reminder*
2. *Questions and Answers*



Questions and Answers

Question: Why do I have to pay sales tax on the product I ordered even though it didn't come from a company in Washington?

Answer: The University is required to pay tax on all purchases just as any other business or consumer must do. We pay either a sales tax (as specified by RCW 82.08) or a use tax (RCW 82.12) on almost all purchases, the only exceptions being exemptions for certain categories such as food, advertising, professional services, or freight costs. Many companies who may not seem to be located in Washington may still have a tax presence in the state of Washington, if for example they have a store or a warehouse located somewhere in the state. In that case they will be registered with the Washington State Department of Revenue. We check for registrations when setting up the vendor in the Banner system. In this case the vendor is responsible for adding the tax to the quoted price and including it on their invoice.

If the company is located outside the state and has no tax presence here, we must then pay a use tax, or what used to be called a compensating tax. On those purchases we must add 7.9% to the purchase, our Bellingham area tax rate. If you receive an invoice approval notice from Accounts Payable on this type of purchase, it will be stamped "Includes WA State Use Tax." The amount on the approval notice includes the tax, even though the tax may not be reflected on the invoice. The amount that will be charged to your budget will be the amount including tax.

The primary reason for this use tax is to make sure that Washington businesses are not put at a pricing disadvantage against out of state vendors. Please contact Hal Verrell (X/3127) if you have questions about the state sales tax.

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.



Chart 2



Please remember authorized Foundation personnel **must first approve** all expenditures charged to Foundation funds before you send them to Purchasing or A/P. So please send all Check Requests/Purchase forms, Services Reimbursement forms, Travel Expense Vouchers and Petty Cash Reimbursement forms to the Foundation office, OM443, MS 9034. If there are no questions, the approved forms will be forwarded to Purchasing/Accounts Payable in a timely manner. Departments will be notified immediately if processing will be delayed. If there are any questions regarding these procedures, please call the Foundation office at X/3027. Thank You!



Corporate Express Users

Just a few reminders for those of you who are using the Corporate Express Online ordering system. First, if you are a registered user with a password, and you change departments or responsibilities, or if the Budget Authority you are responsible to changes, you need to fill out a new Participation Form. The form can be printed out from the Central Stores web site (<http://www.ac.wwu.edu/~cstores/PForm.html>). This will help to ensure that the monthly reports which go the Budget Authority for signature contain all of the transactions for people within that budget area.

There has also been some confusion as what other types of office supplies should be ordered from Corporate Express. The Purchasing web site (www.acadweb.wwu.edu/BFA/BusinessServices/Purchasing.htm) has a list of recommended items to be purchased from Corporate Express and from Central Stores, as well as a recap of the restricted items which should still be purchased via a Purchase Form routed to Purchasing.



"Yeah, I'm a great quitter. It's one of the few things I do well. I come from a long line of quitters. My father was a quitter, my grandfather was a quitter... I was raised to give up." — George Costanza, Seinfeld