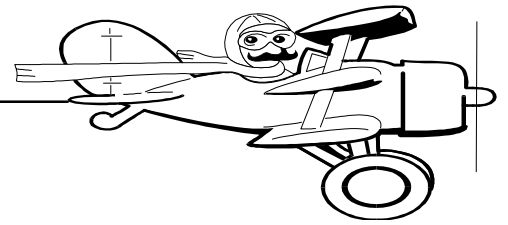


# FINANCE FOOTNOTES

[www.acadweb.wvu.edu/BFA/BusinessServices](http://www.acadweb.wvu.edu/BFA/BusinessServices)



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### NOTICE !

Central Stores is having a "Garage/Clearance Sale" the week of May 13<sup>th</sup> to May 17<sup>th</sup>, 8 am to 5 pm daily. Miscellaneous office and janitorial supplies are priced at **75% off** retail price on discontinued merchandise. So if you want to grab some real deals, check out the Central Stores website [www.acadweb.wvu.edu/BFA/BusinessServices/CentralStores](http://www.acadweb.wvu.edu/BFA/BusinessServices/CentralStores) or call John Zuzarte at x/3546 for more information. Don't walk, **RUN** to the Central Stores *Garage/Clearance Sale!!* (This offer void where prohibited).

75% Off

**SALE PRICE**

Central Stores  
Mark Downs!



## Let's Get Everybody on this Bus!

Next time you need chartered bus service for athletic events or field trips, please use one of the newly awarded contracts we now have with three of the area's bus service companies.

These contracts assure that WWU will get the best prices and full insurance for safe bus service whenever it is needed. So be sure to use these companies when you need bus service for your event.

Wessinger's Noah's Ark and Hesselgrave International were awarded the contracts for the larger bus service (47-57 passengers) and Wikkise International and Hesselgrave will provide smaller mini-buses and vans. A brochure is being distributed with comparative prices and procedures for scheduling bus services. The brochure also answers common questions and includes contact information. It is available by contacting Purchasing (Audrey Andersen X/3340) or going to the Purchasing web site (click on Bus Services Flyer). Vehicles are still available from the Motor Pool if you have a driver with a valid CDL license.

## *Travel Training!*

We will offer a 2 hour, Travel Training Class on **May 22nd** in OM 435 from 10 am to Noon. If you would like to attend this class, please call Amber Ray at X/3341 or email [amber.ray@wvu.edu](mailto:amber.ray@wvu.edu).

If you cannot attend our training but would like a copy of the Training Manual, please visit the *Travel Desk* website and click on **Western Travel Manual**.



### **Topics This Issue**

1. *Garage Sale*
1. *Travel Training*
1. *School Bus Contracts*
2. *Questions and Answers*
2. *Sole Source Contracts*
2. *Calendar of Important Dates*

**Mother's Day**



## Questions and Answers

**Question:** Are there written instructions on how to run reports in Banner?

**Answer:** Yes, indeedy! Simply go to the Business Services website, click on Help Desk, and scroll down under References and Resources. You will find a handy dandy *Banner Job Submission Guide*. On page 20 of the *Guide*, you will find a table of crosswalk report names between Hydra Reports and Banner Job Submission. But if you look through the *Guide*, and still don't find it helpful, call George at X/5890 and he'll arrange a one-on-one Banner Job Submission training.

**Question:** How do I retrieve a saved Job Submission report?

**Answer:** Once again, you need to look at the *Banner Job Submission Guide* (see above question). Turn to page 10 and you will learn how to retrieve a saved Job Submission report. However, if you are still having trouble, call George at X/5890 and he'll arrange a one-on-one Banner Job Submission training (and, if you're lucky, he'll also show you his personal collection of Gum Rubber Erasers).

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### What is Soul Sauce?

To help the campus better understand the State requirements concerning sole source, Purchasing has put new information on their web site. Two new Frequently Asked Questions (FAQ's) and a new form have been created. Take a moment to look at the FAQ's "When Does a Purchase Need To Be Competitively Quoted?" and "What Is Required For Purchasing To Handle My Request As A Sole Source?" The form can also be downloaded at the site. If you have questions, please contact Hal Verrell at X/3127.

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](mailto:george.edward@wwu.edu) or MS 1420.

"If... it makes my whole body so cold no fire can warm me, I know that is poetry." – Emily Dickinson

### 2002 CALENDAR OF IMPORTANT DATES :

- April 19     ◇     Submit requisitions over \$41,000 to Purchasing.
- May 17     ◇     Submit requisitions less than \$40,999 but greater than \$3,000 to Purchasing.
  
- June 7     ◇     Last day to submit payroll redistribution requests for pay periods prior to May 1.
  
- June 14     ◇     Computer Purchases for Equipment on Contract.
  
- June 20     ◇     Last day to submit orders to Central Stores for delivery by June 26.
- June 21     ◇     Purchases with Total Value \$1,000-\$2,999.
- June 25     ◇     Last day for "will call" orders to Central Stores.
- June 26     ◇     Purchase Orders under \$1,000.
- June 26-29   ◇     Central Stores closed for inventory.
  
- June 27     ◇     Last morning (before noon) to request State Cash Reimbursements for June Deposits.
  
- June 28     ◇     Departmental Orders/Check Requests under \$1,000 (if delivery can be made by June 30)
  
- June 28     ◇     Goods and services must be received to be included in FY 2002.
- June 28     ◇     All cash received must be deposited to be included in FY 2002.
- June 28     ◇     Inventory counts must be completed.
- June 28     ◇     Petty cash and imprest funds to be reimbursed.
- June 28     ◇     Petty cash and changes funds ready for audit.
  
- July 5     ◇     Travel Expense Reports due for travel completed prior to July 1.
  
- July 5     ◇     Last day to submit Payroll redistributions for May and June.
  
- July 9     ◇     Distribution of June Accounting Reports.
- July 9     ◇     Last day to submit Closing Period Payroll Redistribution requests to Accounting Services.
- July 9     ◇     Last day to submit old year invoices/receiving reports to Accounts Payable.
- July 9     ◇     Last day to submit bills/invoices to General Accounts Receivable for 2002 FY amounts owed WWU by others.
  
- July 10     ◇     Year-end inventory counts due to Accounting Services.
- July 17     ◇     Last day to submit Closing Period adjustment Vouchers ("JVs") to Accounting Services. If you can't meet this deadline, call Elaine Hughes x3562 to discuss possible options including death ☺.