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Do youse guys
want an easy way
to **Liquidate** an
Encumbrance?



Tired of seeing those old encumbrances hanging on your monthly commitment register? Perplexed as to how to get rid of them? You know, **liquidate** them!?!

Good news is here!

Guess what!! An e-sign form has been created to assist us (you, Purchasing, and Accounts Payable) in getting these pesky critters off your accounting reports. In the past, we have asked you to send us e-mail, or copies of the commitment register, but this new, easy way will please everyone, whether they know it or not. What exactly are the "hidden" advantages in the Esign form?

We know up-front whether the encumbrance should be liquidated by Purchasing or by AP, because you tell us that information.

An automatic response tells **you** the item has been liquidated and will haunt your reports no more.

Each encumbrance is handled separately, therefore a problem encumbrance does not hold up liquidating other encumbrances listed on the same sheet, and you see quicker results.

Disadvantages? Well yes, we did find one:

AP and Purchasing can no longer play e-mail and/or snail-mail tag with your instructions, because we will know exactly which department should handle it. (And just when our score was getting so high!!!)

To access this amazing form, go to the Administrative Computing Services website, choose Web forms, select Purchasing, and then click on [Encumbrance/Liquidation Closure Request](#).

If you have any questions, please call Diane at X/3675.

“As the PCard Turns”

In a recent *As the World Turns* (ATWT) episode, Hal Munson frantically searched for a good reason to explain what he was doing when Susan surprised him in the kitchen handcuffing Emily to a chair. Now then, the list of restricted items you cannot buy using the PCard may seem large and looming but, **unlike** Hal's behavior, *there are good reasons* for each of the restricted categories. State laws, University policy and existing contracts are the primary reason for most of the restrictions. In fact, the PCard's restricted items list is almost the same as the restricted list for Departmentals and Check Requests (except for foreign purchases, where using the PCard is ideal because we get a very good exchange rate). In some circumstances, exceptions can be made.

What if I need
to buy a
Restricted
Item using the
PCard?



Typical Scene from ATWT

The best thing to do is call Purchasing (X/3340) or a specific Purchasing Buyer (see the Purchasing web site for commodities by Buyer). They can recommend a source, grant you an exemption (which will include an authorizing email for your file) or advise you to send the order to Purchasing so a PO can be issued. Or call the PCard Help Desk (X/2080).

Check out the PCard web site for more FAQs and PCard information including the July PCard training schedule. You will find the PCard web site by clicking on the Purchasing Card link on the WWU Index.

Topics this Issue

- | | |
|----|--|
| 1. | <i>Encumbrance/Liquidation Closure Request</i> |
| 1. | <i>As the PCard Turns (unlike ATWT)</i> |
| 2. | <i>Questions and Answers</i> |



Questions and Answers

Question: What's the difference between a purchase order, a departmental order, and a check request?

Answer: Give up? So did I.

But then we contacted **Mr. Wizard's World** (aka the Purchasing Department) and they flew to our rescue with the answer. "You see, poor confused Department person," Mr. Wizard said, "the difference is this."

Purchase Order

A purchase order is a legal document created by our Purchasing Department and sent to a vendor ordering specific merchandise or services and committing the University to pay for them. The *purchase order* is generated because you asked the Purchasing Department to do so when you sent them a purchase *form* with the box "*Purchasing to place this order*" checked.

In plain English, that means you don't have the product in your hand, and you haven't already called a vendor to order it. You are asking Purchasing to order it for you. Purchasing is good at ordering things. It's what they do. They can get quotes (in fact, by law, sometimes they have to), they can provide options and details. ON ALMOST ANYTHING. (I think they had to do some extra research to get the best Brain Slicer Dicer ☺) But the point is, they know how to do it.

Departmental Order

A *departmental order* is a document created by the Purchasing Department to record something that you already ordered from the vendor. President Morse has advised this is OK for ordering less than \$1,000 and not on the restricted list. (See back of purchase *form* for list of restricted items) You already have the merchandise in your hands or know that it will be delivered to you soon. You may even have the invoice from the vendor in your hands. But none of it has been recorded in the University's accounting system, yet. The Purchasing Dept doesn't know that you've ordered anything until you send in your purchase form, checking the "*Departmental Order*" box.

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.

Purchasing then records that information in the accounting system so that your budget reflects the expense. Just as importantly, this tells the Accounts Payable (A/P) Department that you've ordered the item. With that notification, A/P can record the invoice as soon as the vendor sends it and the vendor can be paid as soon as you verify that you are satisfied with the item and the invoice price is correct. Oh, and if you still have that invoice in your hands, get rid of it! Send it to A/P so they can pay the vendor. Mr. Wizard says "*A/P can't handle psychic invoices.*"

By sending in your purchase *form*, you are telling Purchasing and A/P that you have ordered the purchase of this item. They can then match the invoice when it arrives against the purchase form. They know who to send the approval letter to and that the purchase was authorized. They don't know if you received the item in good condition and are happy with it. That's why they send out the blue and orange approval letters.

Check Request

A *check request* means you want to order something, or register for a seminar, and the vendor requires payment in advance. Once again, this is OK for orders less than \$1,000. You don't have a product in your hand. You haven't ordered anything yet. You haven't yet attended the conference. You want to subscribe to a publication but they won't send it until you pay for it. You need A/P to cut a check to the vendor so you can get your product, conference registration confirmation or magazine.

A/P will write the check as soon as you send them your purchase form with the "*Check Request*" box checked. Attach your conference registration form or subscription form to it. This purchase form/check request can be sent directly to A/P. It doesn't have to go to Purchasing.

So if you have questions on purchasing to place orders, departmental orders, check requests, or if you want to talk with Mr. Wizard and ask him just why Snow White was chosen "*Fairest of the Land*" without a competitive bid process, please call Hal Verrell at X/3127.



Not the Sharpest Knife in the Drawer! In Modesto, CA, Steven Richard King was arrested for trying to hold up a Bank of America branch without a weapon. King used a thumb and a finger to simulate a gun, but unfortunately, he failed to keep his hand in his pocket...