



### Business Services Forms Listing:

Forms are available in three formats, ESign, Microsoft Excel and Adobe "PDF." To make it more convenient to campus, sometimes more than one format is offered. **Bold-Faced** forms are available on the Student Accounts Forms website. All other forms are available on the ADMCS forms website (ESign) or Business Services Forms site. Paper forms are found in the OM Room 401 forms cabinet.

Account Code Maintenance Form – PDF, Excel  
Accounts Receivable Banner Access Request Form – PDF  
Activity Code Maintenance Form – ESign, Excel  
**Authorization for Misc Charges Form – ESign, PDF**  
Banner Finance Access Request Form – ESign, Excel  
**Billing Address Designation Form – ESign, PDF**  
Blanket Order Out of Funds Form – ESign  
Budget Authority Authorization Form – ESign, Excel  
**Cashier Payment by Charge Card Form – PDF**  
Change of Financial Manager Form – ESign, Excel  
Check Cancellation or Stop Payment Form – ESign  
Coffee & Light Refresh/Meals w. Meetings Form – PDF, Excel  
Departmental Deposit Form – HTML  
**Detail Code Request Form (Student SFS) – PDF**  
**Direct Deposit Form – PDF**  
**Electronic Fund Transfer of Net Wages Form – PDF**  
Encumbrance Liquidation/Closure Request Form – ESign  
Event/Conferences Authorization Form – PDF  
Fast Index Code Request Form – PDF, Excel  
Fast Index Code Supplemental Request Form – PDF, Excel  
Fund Code Maintenance Form – ESign, Excel  
**General Refund Voucher – ESign**  
Journal Voucher – paper, Excel  
Location Code Maintenance Form – PDF, Excel  
Mileage and Day Trip Expense Voucher Form – ESign  
Organization Code Maintenance Form – PDF, Excel  
Petty Cash Voucher Form – PDF, Excel  
Purchase Form - paper  
Program Code Maintenance Form – PDF, Excel  
**Release of Financial Information Form – ESign, PDF**  
Request for Sole Source Approval Form – PDF  
Services/Reimbursement Form - paper  
Surplus Equipment Pickup Request Form – ESign  
**Tuition/Fees Refund Exception Petition Form – PDF**  
Travel Authorization Form – paper, ESign  
Travel Expense Voucher Form – paper  
W-2 Copy Request Form – PDF

Call George at X/5890 for questions.

## Mileage and Day Trip Expense Voucher ESign Form



How many  
miles to  
downtown  
Kendall?

Recently, Accounting Services introduced the "Mileage and Day Trip Expense Voucher ESign Form." By the way, if anybody can come up with a simple acronym for this form, we would really appreciate it. Right now, the best we have heard is the "Mad Elvis" form...

Essentially, this new ESign form was custom designed to facilitate the reimbursement for Travel, or mileage, when no backup receipts are required. If you do have receipts for reimbursement, do not use this ESign form. Instead, use the normal Travel Expense Voucher paper form.

This new ESign form can be used for day Travel and "Other expenses" including taxis, parking, ferries and/or tolls. However, if more than \$50 per expenditure, a receipt is required and the traveler cannot claim reimbursement using this ESign form. The "Mad Elvis" form is really handy if *all* you are claiming is mileage expenses while on university business trip(s).

If you have any questions about this new form, please call Amber Ray at X/3341 or email [Amber.Ray@wvu.edu](mailto:Amber.Ray@wvu.edu). Thank you.

### Topics This Issue

1. Business Services Forms Listing
1. Mileage and Day Trip Expense Voucher
2. Questions and Answers
2. In Memory of Richard
2. Thank You, Campus!
2. Central Stores News



## Questions and Answers

**Question:** The old Hydra WPOSTDTL report, Detail Transaction Postings for Documents. What is the new Job Submission name?

**Answer:** FWRPD'TL. Be careful with this report, it gives you the entire document – if you're running a single JV or invoice or something it's great – but if you're looking at an upload, you may want to download instead of printing.

**Question:** What number is the accrual period for reports?

**Answer:** Period 14. Just think of the accrual period number as a building floor. In many high-rise buildings, there is no floor 13. You go right from floor 12 to floor 14. So in our accounting periods, you go from Period 1 (July), to Period 12 (June) and then right to Period 14 (Accrual).

**Question:** I give up! I can't locate a salary/benefit redistribution form that I need to correct a PA. Can you tell me where the form is?

**Answer:** Actually, this is a Human Resources form. Just go to the HR website, and select the Payroll button at the top. Scroll down to the Forms section, and click on Redistribution form. The Adobe .pdf version of this form appears.



### In Memory of Richard

September 14th will be the anniversary of my husband's death and during this special time of remembrance I want you ALL to know, I remember you. Your kindness, concern and generosity were overwhelming and received with gratitude and thankfulness. I wanted to take just a line or two, to say you were and are appreciated more than words can say. So in memory of Richard, who was a Star Trek fan, I close with this desire for you; "Live long and prosper."

Thank you,  
Leslie Pinkston

## Thank You, Campus!

Thanks everyone, for helping make the June year-end and First Accrual period closing so smooth. We appreciate your prompt processing of Journal Voucher corrections throughout the last year. Because of this, the volume of June Journal Vouchers was manageable and the "last minute crisis items" were considerably less than in prior years. Either we are doing a great job of training you; or else you have done a great job of training us! Regardless, we work as a team and we appreciate your cooperation!

## Central Stores News

- Central Stores is pleased to announce the appointment of Lonnie Perrin as Driver/Warehouse man. Lonnie did an excellent job with Dave Schuyler in Transport Services and looks forward to improving services from Central Stores.
- Washington State Parks, one of the oldest and largest state park systems in the nation, has just produced its first wall calendar. It is a 16-month publication, starting September 2003 to December 2004, with a beautiful glossy photo of a park on each page. The photo images vary from natural, historical, cultural to geological features, conveying the diverse aspects of the parks throughout Washington State. Profit from the calendar sales goes back to the care and maintenance of Washington State Parks Order from Central Stores, fax X/3417, using commodity code 2004-999-030. Cost is \$14.68 (Includes tax & delivery).

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.



"Arguing with a stubborn person is much like mud wrestling with a pig. Pretty soon you realize the pig likes it."  
– Anonymous