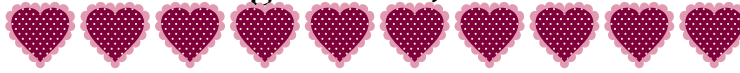


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Baby, I'm a Rich Man!

Now can you please explain what you were doing in Uruguay?

If you have been waiting for just the right time to drive your car to Uruguay on University business, **now is your chance!** The privately owned vehicle mileage reimbursement rate has increased to **\$.375!**

Therefore, effective January 16, 2004, the reimbursement rate will be \$.375, an increase from \$.345. Nevertheless, Amber advises the last time she looked; there was no Extended Education office in Montevideo, the capital of Uruguay. (So tell Amber you are making a "video" of Montevideo ☺)



Yummy, yummy, yummy, I got love in my Tummy! Sodexo is now providing a "per diem" breakfast, lunch and dinner menu for campus catering (minimum 10 people). Check it out! www.catering.wvu.edu/. Or go to the Travel Desk website and click on:

Sodexo Bellingham
Per Diem Menus

Please call Amber at X/3341 if you have any questions.



Recycle



Here is what to do with empty inkjet and toner cartridges. All empty cartridges can be returned to Central Stores to be recycled. For single cartridges, send via Mail Services to MS9116. For larger quantities, please call X/3546 or email Central Stores for a pick up.

Credit Reference Letter

What should you do if you receive a letter like this? *"It was with great pleasure that we received your recent order which was entered for immediate shipment at our regular 30 day terms. To enable us to extend the line of credit you may need for future orders; will you send us the usual credit information? We have enclosed a credit application form for your convenience. The CFO signature is required. Thank you again for your order. We are looking forward to a long and mutually rewarding business relationship."*

Credit application? What are they talking about? As hard as it is to believe, some companies want to know who they are dealing with **BEFORE** they ship their brand new, \$56,718 Celestron telescope complete with *"German Equatorial mount and precision worm gears on both axes for extremely smooth stability."* This type of vendor, let's call them "difficult" for lack of a better term, basically makes the case that sending expensive merchandise out the door to places unknown and buyers unqualified is **not** a sound business practice. Frankly, I think they are just being stubborn...

As a routine policy, Western does **not** furnish the "usual credit information" as requested. One reason is the credit application may have binding legal language in it like *"If the Celestron telescope cracks during shipping, that's your tough luck."* However, Western **does** provide a Credit Reference Letter, which details our Federal Tax ID Number, Bank References, Trade References, Institutional Profile, etc. This letter will suffice for any vendor. The Purchasing Department has copies of the Credit Reference Letter printed on Western letterhead. If you need one, just call X/3340. Thank you!

Topics This Issue

1. Increase in Mileage Reimbursement Rate
1. Sodexo Per Diem Menus
1. Recycle Inkjet and Toner Cartridges
1. Credit Reference Letter
2. Questions and Answers
2. Welcome Anne Krancus!
2. Western Donations

Go Anne, Go!



Questions and Answers

Question: I am doing a Journal Voucher. What account codes should I use to contribute support funds to another department for a speaker expense?

Answer: In general, use E284 Interdepartmental Support (Debit) and H254 Interdepartmental Support (Credit). **However**, if you are transferring funds into a local operating fund (beginning with 14xxx or a Fast Index beginning FOxxx), then you must use an expenditure to expenditure transfer e.g. E214 (Debit) and E214 (Credit). This local operating fund exception is based on a determination from the University Operating Budget Office.

Question: How can I find out what my Banner access is or what forms and reports I can access?

Answer: Either GWIUSER or GWRUSER will give you that information. GWIUSER provides the information in a Query format, while GWRUSER prints out the information in a report. If you choose GWRUSER, on Line 2 you can select either Detail information (“D”) or “Class Direct” (“C”) which is summary data. Should you choose detailed information, the print out could be lengthy, maybe twenty pages long.

Object	Title	Sys	M/Q	Class
AQOMENU	Alumni Menu Form	A	Q	PUBLIC_Q
FAAPAYC	Payment Control Form	F	Q	PUBLIC_STAFF_Q
FACHKH	Check Payment History Form	F	Q	PUBLIC_STAFF_Q
FAINVE	Invoice/Credit Memo Query Form	F	Q	PUBLIC_STAFF_Q
FAINVL	Invoice/Credit Memo List Form	F	Q	PUBLIC_STAFF_Q
FAIHIS	Vendor History Query Form	F	Q	F_VENDHIST_Q
FAINRV	Vendor Invoice Query Form	F	Q	PUBLIC_STAFF_Q
FAIVNDH	Vendor Detail History Form	F	Q	F_VENDHIST_Q
FAIVNDH	Vendor Detail History Form	F	Q	PUBLIC_STAFF_Q
FAQINVP	Invoice/Credit Memo Po Selection Form	F	M	PUBLIC_Q
FAQVINV	Vendor's Invoice List Form	F	M	PUBLIC_Q
FBBS02	Bdgt Local Funds - Status Summ	F	M	F_DA_Q
FBBS03	Status Summary by Actv/Loen	F	M	F_DA_Q



The **Transport Services Request** form is now available as an ESign form at west.wvu.edu/admcs/forms/#T !

E-Learning

WWU's Training & Development is offering over 2,000 unique E-Learning online courses. You can take one course or 2,000 courses over the span of a one-year membership – which costs just \$140! For more information, go to <http://www.acadweb.wvu.edu/hr/Training/index.shtml> and click on E-learning!

Anne Krancus has accepted the position as our new Purchasing Assistant. She will be starting on February 10th (Anne had a 26-mile marathon race scheduled in Georgia for the first week of Feb). Anne is a WWU graduate and she has worked on temporary assignments in the Admissions, Contract Administration and Purchasing departments. Anne will report to Hal Verrell. Congratulations, Anne!



WESTERN DONATIONS

Many donors are not aware of the existence of two separate legal entities, Western Washington University and the Western Washington University Foundation, so it is important to explain the difference to them. Western Washington University Foundation is the fund-raising arm of the University. Their mission is to support the University and its constituents.

The University has a policy that gifts should be given to the Foundation rather than to the University directly. As soon as a donor expresses an interest in making a charitable gift, Western departments should contact the Foundation for guidance on accepting and processing that donor's gift. All donors should make their checks payable to “**Western Washington University Foundation**” (or “**WWU Foundation**”), NOT to Western Washington University. If the donor wishes their gift to be used for a specific purpose or to benefit a particular department, college or school at the University, they should note that desire on the check (in the memo field) or in an accompanying note or letter.

Gifts received and accepted by the Foundation are given with the understanding that the Foundation will expend, invest or otherwise use the gift in accordance with the donor's intent. Through gift acceptance, the Foundation obliges itself to comply with donor intent. The Foundation may elect to not accept a gift if the donor intent is not in accordance with the University's mission. The Foundation fund administrator is responsible to ensure the Foundation complies with donor intent when expending or otherwise using a gift. In the absence of any donor designation, a gift is considered unrestricted. For more information, please contact Pam Gibson, Donor Relations Manager, X/6101.

”My illness is due to my doctor's insistence that I drink milk, a whitish fluid they force down helpless babies.”
-- W.C. Fields (1880-1946)