

EVENTS/ CONFERENCES ESIGN FORM!

Accounting Services and Administrative Computing Services have created another ESign form: **Events/Conferences.**

Conferences include, but are not limited to, events attended by guests of the University or by University staff, held on campus or off, where the attendees may or may not stay overnight on campus or in the vicinity, and where meals and/or refreshments are served. These events may be held for one or more days. Attendees may or may not be required to pay to attend. The purpose of the conference can be anything related to the University's educational mission.

The Third Time is the Charm!

You will see three uploads on your budgets in March from Mail Services for postage charges. The first upload was to reverse the incorrect pass in February. The second upload was the correct pass in February. The third upload contains March's charges. If you have any questions, please call Judi in Mail Services at X/3770. Thank you!



Carol Cron is retiring after 20 years at Western Washington University. A *Going Away Party* is scheduled in the Solarium from 3 pm to 5 pm on April 30th. The Cashier's Office will greatly miss her warmth and humor...

We asked Carol what she has planned for her retirement. She replied "Just to do what you want to do, when you want to do it." That sounds like a wonderful plan to us! We also asked Carol if after she retires, she would plan to spend more time with her dearest sister, Elaine Hughes. Carol replied "I Hope Not!" ☺ Didn't we tell you that Carol has a great sense of humor? So plan on stopping by the Solarium on April 30th to give Carol your best wishes. If you have any questions, please call Debbie Potes at X/2930.

A Message from the Operating Budget Office

As we rapidly approach the end of fiscal year 2004 we must begin the process of preparing next fiscal year's budget. A major portion of this preparation is the establishment of the FY 2005 budget baseline. As in previous fiscal years, the Operating Budget Office must temporarily cut-off the budget processing of Personnel Action/ Position Control Forms (PA/PCF) by April 30, 2004. To help us insure permanent position changes have the best chance possible of getting into the FY05 baseline we ask that you process your PA/PCFs as soon as possible. All PA/PCF forms not received by the cut-off date will be processed once we have completed the FY 2005 base budget loads (approx. in the July/August timeframe). If you have any questions, please contact Diana Scoles at X/4762 (diana.scoles@wwu.edu) or Steve Ludemann at X/3029 (steve.ludemann@wwu.edu).

YEAR-END REMINDER

Look at your current month revenue and expenses on the Budget Status (FBBS02) report. Does this month multiplied by nine (we now have nine 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. Just type in WOPACCT in the Banner "GO" block. 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, or if you need one-on-one training, please call the Help Desk at X/5890 and speak to George.

Topics This Issue

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Questions and Answers

Question: Who should I call about a specific Document e.g. K0012212? I think it is a miscellaneous cash receipt.

Answer: If it were a cash receipt, the Rule Class (under Transaction Type) would be "CR.." To print a list of Rule Classes, run FWRRLCL. In this case, for a cash receipt, call Debbie Potes at the University Cashier. If you want to find who to call about various types of documents, check out our **Document Contact Reference List**. It is listed on the Help Desk's website: www.acadweb.wvu.edu/BFA/BusinessServices/HelpDesk.htm.

PAYMENTS TO FOREIGN PERSONS

Payments to Foreign Vendors (Persons) and Students by Western Washington University

Payments to foreign vendors (persons) for services performed in the United States are subject to Federal income tax. Foreign vendors include Canadians.

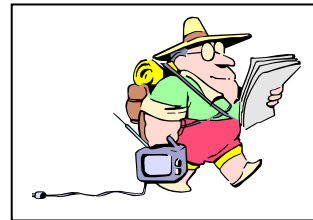
Payments made to a foreign vendor (person) from the following categories require withholding at 30%, or the vendor's completion of certain federal forms to determine whether tax exemptions are available. This determination must be made prior to any payments.

- Honorariums
- Speaker Fees
- Performance Fees
- Personal Service Expenses
- Miscellaneous Purchased Services Expense
- Rentals
- Royalties (if a royalty is paid for something used in the United States, it is taxable, regardless of where the original work occurred)

Scholarships and fellowships for international students may also be taxable.

Compiling the information and gathering all the data needed for a payment to a foreign person or entity can take up to several weeks. Please visit our Accounting Procedures webpage (accessed through Accounting Services) and familiarize yourself with the contents.

Questions regarding this information can be addressed to Donna.Foley@wwu.edu, or Donna Foley at X/6815.



Going somewhere?
Help us get all of
your paperwork
processed without
delay!

If you will be paying for your hotel costs yourself and requesting reimbursement from Western, use one of these two account codes:

E351 Lodging Reimbursement for in-state travel, or E370 Out-of-State Lodging/Subs Reimbursement
Use E351 if you travel within Washington. Use E370 if you go out-of-state.

If you are asking Western to pay the hotel directly, please use one of these two codes:

E361 In-State Lodging paid direct, or E362 Out of State Lodging/Subs Paid Direct
Use E361 if you travel within Washington. Use E362 if you go out-of-state.

The University has to report payments made directly to the hotel to the IRS. We don't report reimbursements. Using separate account codes allows us to collect the proper data.

If you have any questions about Account Codes for travel, please contact Amber Ray at X/3341. Thank you for your help with this!

BANKCARDS NOTICE

Visa Interchange rates have increased 0.11% (11 basis points) effective April 1, bringing the new bankcard discount rate to 1.93%. This cost is charged to all funds which are received through the use of a bankcard. Western's current policy is to pass these costs onto the departments that have received payments via bankcards. The previous discount rate was 1.82%. For more information, please contact Gary Buma at X/3720.

Paper Prices

Paper suppliers advised John Zuzarte that paper prices are starting to go up and this trend is expected to continue. Therefore, John purchased extra paper at the current price. At the current rate of our customers' usage, Central Stores should have sufficient paper supply to last the rest of this calendar year. So if you hear rumors about paper prices going up, know that John has taken care of his customers — just one more reason to buy from our Central Stores!



"Human beings are the only creatures that allow their children to come back home." -- Bill Cosby