

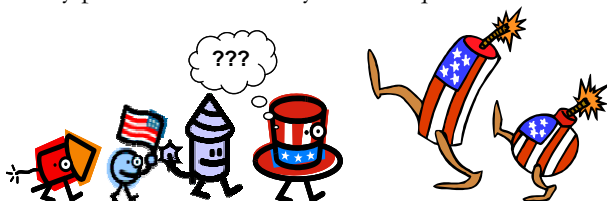


Debby Short and Bill Santiago are trading places! Well, not exactly. Bill Santiago, our wonderful PCard and Corporate Express program coordinator, has accepted a Buyer II position with Eastern Washington University. Bill and his family are moving to Cheney, Washington, exchanging his Viking helmet for a set of Eagle wings. At Eastern Washington University, Bill will manage their PCard program as well as performing various purchasing duties.

Debby is taking over the administration of the PCard and Corporate Express programs. She will also be working to develop other similar electronic relationships with major suppliers to the University. Debby has worked in Purchasing for ten years, and has most recently been involved in computer and software purchases. If you've searched for a great deal on a computer for your department, then you have probably already met, or at least talked to Debby.

Purchasing is reviewing the permanent organizational changes needed to continue the great service you have been receiving. For an interim period, Debby Baughn will assume Debby Short's computer purchasing responsibilities. Debby can help with computer pricing questions, however if you have questions relating to computer configuration issues, you may want to check with Fred Robson at X/7737.

So you see, Debby and Debby are almost trading places, while Debby and Bill are trading places, and making an exact switch, minus the Eastern Washington and moving to Cheney part. Kind of exactly but not quite...



WELCOME TO WESTERN WASHINGTON UNIVERSITY



We want to extend a big Western Welcome to Debbie Hutchinson and Teresa Mroczkiewz:

- **Debbie** is our new Buyer III in Facilities Management. She replaces Tom Lambke who retired on April 30th. Debbie has over 15 years professional buying experience and most recently worked as a Senior Buyer at Xantrex Technology in Arlington. Debbie hails from Stanwood.
- **Teresa** is our new Internal Control Officer and she comes to us from the Whatcom County Treasurer's Office where she served as a cash management administrator. Teresa has held a number of financial management positions including Vice President with U.S. Savings Bank. Teresa graduated from Western with a degree in Accounting and she lives in Bellingham.

Both Debbie and Teresa start work at Western on July 6th. Welcome aboard, Ladies!

Topics This Issue

1. *Good Luck, Mr. Bill!*
1. *Welcome Debbie and Teresa!*
2. *Questions and Answers*
2. *FY 2005 Month End Closing Schedule*



Questions and Answers

Question: We have a piano in our building and we asked a Western employee (who works in the Music Department) to tune it. This fellow also has a business that handles pianos -- tuning, repair, etc. Now we want to pay him for tuning and repair work of our piano, can I pay him on a Services Reimbursement Form, or, since he is an employee do I have to pay him in some other way?

Answer: You mentioned our employee works for the Music Department. If the employee tunes pianos for the Music Department, then he is doing the same thing for your department, and he should be paid through payroll. However, if he does not tune pianos in his regular job, and he is performing a different service for you, then he is paid through a Services Reimbursement form.

Question: What should I do with the blue invoice approval form if it is O.K. to pay? Should I save it?

Answer: Only if you want to. The “blue” colored INVOICE/CREDIT MEMO APPROVAL FORM indicates that the Accounts Payable (A/P) department has received an invoice from a vendor. This invoice will be processed for payment on the date noted. If the goods have been received in acceptable condition and the account coding is correct, *no action is required*. But if there are problems (e.g. wrong item, incorrect pricing), please indicate them in the “Invoice Problems” section and return the blue form to A/P. Some departments save the blue form because a copy of the invoice is attached to it. But AP saves the **original** invoice on file, so it is not required for departments to keep the blue form and the copy of the invoice, unless they prefer to do so.

Question: What form do I use to look up the information on a Journal Voucher? I tried FOIDOCR but that didn't work.

Answer: FGIDOCR works pretty well...



“Suicide in Buffalo is redundant.”
— Neil Simon (taken from *A Chorus Line*)
for Nancy Larson ☺

FY 2005 MONTH END CLOSING SCHEDULE

<i>Month & Year</i>	<i>Final Date to Submit Uploads and Interfaces to Accounting</i>	<i>Tentative Month End Closing Date</i>
July 2004	August 3rd	August 5th
August 2004	September 2nd	September 7th
September 2004	October 4th	October 6th
October 2004	November 2nd	November 4th
November 2004	December 2nd	December 6th
December 2004	January 4th	January 6th
January 2005	February 2nd	February 4th
February 2005	March 2nd	March 4th
March 2005	April 4th	April 6th
April 2005	May 3rd	May 5th
May 2005	June 2nd	June 6th
June 2005	July 1st*	July 5th*

*Tentative date – subject to change

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.