



A Christmas Story

There once was a Western professor who wanted to buy a special Dopplesnauffer Camera. She searched high and low, and even Googled on the web until her fingers were raw and blistered. Finally, she found a Dopplesnauffer for the unbelievable price of \$139 (plus shipping and handling). This was a fantastic deal because she had seen the same camera retailing for \$199 at all the local electronics stores.

Our Professor was going to order her camera, but a little voice told her to check with the Purchasing Department. Even though she was sure that the web photo of the Dopplesnauffer was exactly what she wanted, she felt that maybe a second opinion from the Purchasing Department would be helpful.

So she called a Buyer in the Purchasing Department who deals with digital cameras, and who knew a Dopplesnauffer or two. Our Buyer asked for the website address and the Professor referred the Buyer to the site. Our Buyer found a phone number on the website and called the supplier.

Guess what? Our Buyer found out the Dopplesnauffer was not newly manufactured. In fact, it was refurbished. Not only that, it originally was made in Europe and the electrical attachments for the battery charger did not conform to the standard American 240 volt outlets.

But wait, there was more good news. Our Buyer asked what were the shipping and handling charges. The supplier indicated the shipping charge was \$42 and the handling charge cost \$29. The true cost of the Dopplesnauffer (including S&H) was really \$210. ...and all deals were final.

This is an example of a Grey Market good. A Grey Market refers to the flow of goods through distribution channels other than those authorized by the manufacturer of the camera. Unlike those on the black market, grey market goods are not illegal. Just very expensive and/or unusable.

However, we do have a Happy Ending for our Christmas Story. Our Buyer contacted her regular digital camera supplier in Seattle. She asked for a price quote on a U.S. made Dopplesnauffer with the standard 240 volt battery charger attachments. The supplier (who deals with Western on almost a weekly basis) quoted **\$124.99**, which included shipping and handling. Our Buyer contacted the Professor, and the Professor thanked the Buyer profusely for her diligent research. The Professor was very, very happy.

So, boys and girls, the Moral of the Story is, if you need a special Dopplesnauffer under your tree for Christmas, please call Purchasing at X/3340. Happy Holidays! ☺

Conference Registrations

As the New Year approaches, it seems to be the time for conference registrations. Accounts Payable /Travel Desk would like to remind you of the procedures for processing registration payments.

To pay the registration in advance, please do the following:

- Please **DO NOT** give the vendor our purchase form number.
- Forward the purchase forms with the registration to the Travel Desk (MS 1420) indicating that this is a "Check Request." Please reference the Travel Authorization number on Form if applicable.
- Your registration and check will be sent to the vendor within 5 to 7 working days of receipt of properly completed paperwork at the Travel Desk.

To have a department Purchase Order issued, please do the following:

- Verify that the vendor will accept our PO.
- Reference Purchase Order number on your registration, instructing the vendor to reference Purchase Order number on invoice and to send billing directly to:

Accounts Payable
Western Washington University
P.O. Box 29420
Bellingham, WA 98228-1420

Do not send internal purchase form to vendor – it is not an official WWU purchase order.

- Forward completed purchase form to the Travel Desk within 24 hours and forward your registration form to the vendor. Please reference Travel Authorization number on Form if applicable.

For a PCARD ORDER - the following steps apply:

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Topics This Issue

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Bah, Banner!

Scrooge



Questions and Answers

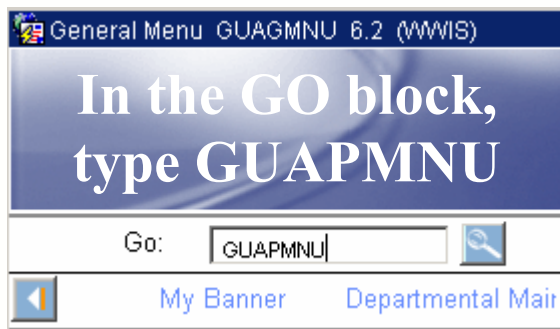
Question: When you download the Budget Status Summary Report (FBBS02), it does not include the uncommitted fund balance. Why?


Answer: That is an excellent question. Frankly, we were not aware that our download omitted the fund balance. Our programmers will take a look at this. We will ask them to modify the FBBS02 coding for downloads to include the uncommitted fund balance. Thanks for pointing this out to us!



Personalize Your Banner Menu

For quick access to your favorite Banner Forms and Job Submission Reports, why not create a personal menu? Here is how you do it:



Once you arrive at GUAPMNU, you will see a list of Banner forms in the left pane. If you highlight any of these forms, and click on , the form will appear under the right column (which becomes your personalized menu). Likewise, if you pull down the menu where it says Form, you will see Jobs listed. If you



select Jobs, you will view a list of Job Submission Reports. Once again, highlight the report and click on the right arrow button.

Once you are done choosing all of your Jobs and Reports, exit this Menu (you will be prompted to save Changes). You will see your favorite Forms & Reports in the My Banner menu, the next time you log into Banner. For Help, please call George at X/5890.

Announcement

Western Washington University is changing the look of its Purchase Order. The changes are an effort to provide you more information in a clearer format. The biggest difference is in the location of the tax per line item. On the old Purchase Order, the tax was listed below each line item. On the new Purchase Order, there is a new column that shows the tax as an additional column. Examples of the old and new Purchase Order are below.

Please call X/3340 if you have questions or comments regarding the changes to our PO format or if you need a magnifying glass to see them. ☺ Thank you.



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- Make sure your Travel Authorization is fully completed and approved.
- Verify that the vendor will accept a credit card.
- Use the PCard to set up your conference registration.
- Reference your Travel Authorization number in the Comments/Requisition field in PaymentNet.
- Make sure you request a receipt or print an on-line receipt to keep with your PCard documentation.

If you have any questions regarding these procedures, please feel free to call Ellen Yang X/6868 for Pre-Payments or Amber Ray X/3341 regarding Departmental Orders. You are encouraged to apply for a corporate credit card or PCard to handle these types of purchases. For more information regarding the PCard, contact Debby Short in Purchasing at X/3186.

“Ever notice that anyone going slower than you is an idiot, but anyone going faster is a maniac?”
— George Carlin