



Travel Desk



Congratulations, Debbi Baughn!

Business Services is pleased to announce the promotion of Debbi Baughn to the position of Fiscal Technician III in charge of the Travel Desk. Debbi will report to Donna Foley, A/P Fiscal Tech Supervisor.

If you have never met or spoken to Debbi, you are in for a real treat. Debbi has worked at Western in one capacity or another since 1993. Debbi started out as a student employee in the Equipment Inventory department, and then worked as a temporary employee in the Purchasing Department. In 1999 Debbi was hired as a Purchasing Assistant. She worked as an Acting Buyer in 2004 and, recently, served as an Office Assistant in Contract Administration.

In fact, Debbi comes from a family overflowing with Western graduates. Debbie graduated from Western, as did both her Mother and her Father. Debbi's father, Steve, retired as Central Stores Manager after spending twenty-six years at Western Washington University. Debbi's Aunt Judy and Uncle Tom also graduated from Western. In addition, Debbi's sister, Theresa, graduated from Western!

Just remember this fact if you ever find yourself discussing our Travel Desk with a Western alumni... you could be speaking to one of Debbi's relatives! ☺

Who the heck are these guys, anyway?

Western is audited by three different firms each fiscal year:

(1) **Peterson Sullivan**, a Seattle firm, arrives in August to perform audits of Housing & Dining, the Wade King Student Recreation Center, the Associated Students Bookstore, and Parking & Transportation. Peterson Sullivan is on campus throughout the month of August.

(2) **KPMG**, an international firm, arrives in September to perform the financial statement audit for the entire University. KPMG issues an opinion on the presentation of the University's financial statements. KPMG is usually on campus for four weeks.

(continued on the bottom of page 2)

Oh, fudge!



Melody's Polychorus fell deadly silent!

CONCEALED DAMAGES

If you want *your* new electronic Polychorus to have a "rich chiming flange" (and frankly, who doesn't), you might want to open up its packing crate before the end of the summer vacation. Here are some good reasons why.

Whenever you receive merchandise, like Melody's new electronic Polychorus, it is the receiver's responsibility to inspect it for damages. Sometimes just a cursory inspection will show that telltale Asian elephant footprint on the Polychorus package. Another sure sign might be the strange pancake shape of the box. Or maybe the package's metallic rattle will signal there is something rotten in Denmark (or broken in Bellingham).

It is also important to verify the correct number of packages delivered. If you blindly sign the shipping receipt for thirteen packages, without counting them, it will be difficult to later claim there is one package missing several weeks from the date of the receipt.

The best thing to do is to check your order immediately and to verify you have received what you ordered.

Open those cartons and inspect the merchandise. If you discover damage, notify the vendor and the Purchasing Department so we can work together to resolve the problem.

There is a **specified time limit**, which varies by vendor, on concealed damage deliveries in shipments. Some vendors require notice within one to five working days of delivery and some extend it to fifteen days. No matter what, if you delay opening your packages until the end of the summer vacation, you might find yourself singing poor Melody's tune... sad and flangeless. Sniff! ☹

Topics This Issue

1. *Congratulations, Debbi!*
1. *Who the heck are these guys, anyway?*
2. *Concealed Damages*
2. *Questions and Answers*
2. *WWU Travel Card*



Questions and Answers

Question: If I charge something today on the PCard, will it appear in this month's budget or next month's budget?

Answer: It depends on the vendor and when the vendor ships the item. Usually, the vendor charges the PCard when they ship the item. If it takes the vendor a couple of weeks to ship, then the charge will likely appear in a subsequent fiscal period.

Question: How do I get transaction details for multiple periods? Not just one month like FBTD02.

Answer: Simply run the Banner Finance report called Operating Account Cumulative Activity (WOPACCT).

Question: How do we reimburse an employee for buying a technical manual?

Answer: Submit either a petty cash voucher (under \$50) to the Cashier or else complete a Services Reimbursement form.

Question: I need about 25 Services Reimbursement forms and 25 Travel Expense Vouchers? Who do I contact to get these forms?

Answer: Simply email Purchasing.Department@wwu.edu and specify how many forms you want (in batches of 25) and your Mailstop. You may also order Purchase Forms. If you prefer to speak to someone, you can call Purchasing at X/3340. Or just call George at X/5890.



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.

(continued from page 1)

(3) **The State Auditors Office**, SAO, arrives in late fall to perform the compliance audit for the University. The SAO ensures we are following our own internal policies as well as the policies of OFM and federal agencies.

If you have any questions on the teams of auditors, please contact Shonda Shipman, Financial Reporting Manager, at X/3564 or Shonda.Shipman@wwu.edu. Thank you!

The WWU Travel Card - Don't Leave Campus Without It!



Western Washington University encourages the use of the Travel Card when you are planning on traveling on University business.

Our contract with J.P. Morgan Chase ("Chase") gives WWU faculty and staff special terms and coverages, including:

- No annual fee.
- Non-invasive credit assessment. (Inquiry not reflected on personal credit records.)
- \$500,000 common carrier insurance.
- \$1,250 lost or stolen luggage insurance.
- \$1,000 hotel/motel theft insurance.
- Collision damage or theft insurance up to the full value of the rental car.
- 24 hours/7 days Customer Service at 1-800-270-7760.

Using the WWU Travel Card allows you to avoid burdening your personal credit cards with expenses associated with official WWU business, or paying cash out and then having to wait for a reimbursement. The card can be used for all hotel, lodging, car rental and incidental expenses related to your travel. Airfare can be scheduled through one of our authorized travel agencies and charged to the Central Travel Account (CTA) or you can schedule directly with the airline using your Travel Card.

The Travel Card is to be used ONLY for expenses related to WWU business. The Travel Card MAY NOT be used for PERSONAL EXPENSES. Deliberate misuse of the Travel Card, or allowing the card to be canceled for non-payment can result in disciplinary action which may include termination.

To fill out a Travel Card application, please go to <http://www.acadweb.wwu.edu/BFA/BusinessServices/Creditcardapplication.doc>.



"There came a time when the risk to remain tight in the bud was more painful than the risk it took to blossom."

— Anais Nin, writer (1903-1977)