

BFA SHOWCASE



Our third Annual BFA Showcase was a rousing success. We received wonderful feedback from participants and attendees. Nine vendors and seventeen departments displayed merchandise, handed out brochures and answered questions. Patti Basart was the big prizewinner (she scored an Ipod Shuffle). Lisa Megard, Kathy Murray and Lisa Zuzarte all won \$40 Bookstore Certificates. Another dozen attendees won an assortment of prizes.

Here are a few photographs. Photo #1 shows Kurt Willis and Kathy Murray discussing new procedures with Terry Ely at the University Cashier exhibit. In Photo #2, Ellen Yang (left) from Accounts Payable and Brenda Ancheta from Contract Administration prepare to meet and greet the attendees. Photo #3 features Rita Sinclair (left) from Purchasing and Debby Short, the PCard Coordinator. Debbi Baughn shows off her Travel Desk webpage in Photo #4. In Photo #5, Dana Edward visits with Ellen and Brenda. Finally, Photo #6 shows yours truly and my **Accounting Services Help 5¢** sign. By the way, I collected 6¢ at the BFA Showcase (I think somebody shorted me 4¢). In fact, several attendees told me they had no change. Imagine that!?! Now I know why Lucy Van Pelt is always so crabby — she is tired of imparting her good advice to cheapskates! ☺

University Dining Services Catering Exemption Request

CATERING GUIDELINES FOR WWU

Western Washington University's dining contract gives Sodexho the exclusive right to operate the University's dining services. If a department plans to sponsor an event using a third party caterer, and that event will be attended by ten or more participants, then a **Catering Exemption Request** form must be submitted. There are several exceptions for bake sales, potlucks, etc. You may review the Catering Guidelines on the University Catering web pages or the Exemption Request form at west.wvu.edu/admcs/forms/University_Residences/univdscateringexempt.asp. Thank you.

32nd Street, Bldg "A" Room Changes

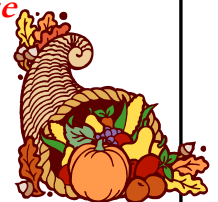
Last week a dozen employees changed offices at 32nd Street (AC). Here are their new office numbers:

Last Name	First Name	Old Room	New Room
Colman	Sharon	125	118
Edward	George	115	114J
Foley	Donna	116	115
Fuller	Diane	118	124
Ho	Tony	114J	120B
Hurt	Sharon	123	125
Lancaster	Bonnie	120B	121
Larson	Nancy	120A	114H
Monroe	Dale	122	117
Painter	Marsha	124	116
Shipman	Shonda	121	122
Sparling	Sheryl	114H	120A

Accounting Services new fax number is X/4666.
Accounts Payable fax remains X/7724.

Topics This Issue

1. BFA Showcase
1. Catering Exemption Request
1. Where are those guys?
2. Questions and Answers
2. One-way Rentals A-OK
2. Computer Acquisitions Guidelines





Questions and Answers

Question: When I ran a report, using my Fast Index, it printed out a fund balance but the report stated “No Active Index.” What’s up with that?

Answer: Essentially, you are glimpsing a “balance forward” report at the Fund Level and the report is not looking for a Fast Index. As soon as you enter a transaction during the reporting month (with that particular Fast Index), then the report will indicate the Fast Index, Fund, Organization and Program.

Question: What account code should I use for an expense for the use of a rental vehicle?

Answer: E378 Motor Pool Services Expense. For a complete list of expense Account Codes, go to the Business Services web and click on **Account Codes**.

Enterprise Rent-A-Car One-way Rentals A-OK

The Travel Desk has noticed an increase in the number of one-way car rentals. All renters should be aware that our agreement with Enterprise Rent-A-Car includes one-way car rentals. Currently, there are two ways to make reservations for a one-way rental. You may book directly with the Bellingham Enterprise office at (360) 733-4363. Or, you may go through one of WWU’s contracted travel agents (Bellingham Travel, Destinations, or Navigator).

When making reservations, please be certain to reference our customer number. When using a credit card, your customer # is **45WA411** or if using a Purchase Order, your customer # is **45WA049**. Using these customer #s will inform the agent that your reservation should be per the terms of the State Contract.

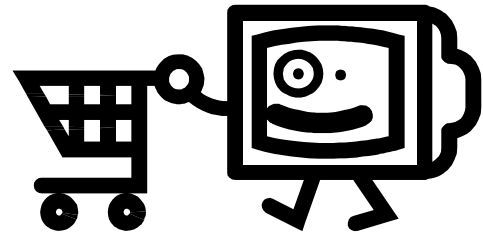
Some excellent features of the State Contract include not having to pay for extra insurance and no extra fees for drivers under 25 years old. If for some reason, it is necessary to use another car rental company other than Enterprise, be sure to include an explanation on any reimbursement documents.



“I love being married. It’s so great to find that one special person you want to annoy for the rest of your life...”

— Rita Rudner

COMPUTER ACQUISITIONS GUIDELINES



Purchasing and ATUS have summarized the guidelines for the purchase of desktops, laptops, servers, printers and software that explain the rationale for having standards as well as outlining the procedures to buy this equipment. These guidelines were recently posted on the Purchasing web site (from the WWU index, go to Purchasing, under Faculty & Staff find Products and Pricing, then click on Computer Supplies and Accessories) or you can go directly to the document at www.wvu.edu/depts/purchasing/GUIDELINESFORACQUISITION.pdf

The guideline document has links to vendor web sites and names of internal staff who can help with your purchase. There are WWU-dedicated sites for Dell, Apple and Gateway for most common types of computer equipment purchases. If you have a truly unique need, then the Exception Form can be used to submit your request to ATUS for review.

There are also some recently established agreements that provide Faculty, Staff and Students with the opportunity to buy computers at a discounted price for personal use. Check out the links at the bottom of the Computer Supplies web page! Thank you.

FQBS03 is back!

Whoopee!



In March, 2004 Planning and Budgeting began the process of redesigning FQBS03 — the **Summary Organization Budget Status Report**.

1½ years later, it is back in production! This report provides a nice summary by organization of all fund activity, including the initial budget, permanent adjusted budget, temporary adjusted budget, YTD budget/Revenue, YTD Expenditures, Commitments and FY Net Activity. It provides Managers with a comprehensive view of all the funds that are in their organizations. It is a “big picture” report, which many Managers will welcome!