



Enterprise

Rent-a-Car

By Debbi Baughn

Being the start of the school year, I would like to remind the campus about the proper (and time saving) way to rent cars.

Overview

For short term and local car rental, you might start by considering the convenient on-line Motor Pool Vehicle Request. When a Motor Pool vehicle is not available, or for long term or out-of-state rentals, please remember Enterprise Rent-A-Car is our State Contracted¹ rental car agency and should be used exclusively. Exceptions are allowed for areas where Enterprise rentals are not available, when the Enterprise desk is closed at the traveler's destination upon arrival, or when the necessary vehicle type is not available from Enterprise. If you do not use Enterprise, please attach to your Purchase Form or Reimbursement form, a brief explanation as to which of these exceptions applies to your rental situation.

Renting Within Washington State

Provide Enterprise with either of these combinations:

1. **Credit Card** — Customer number 45WA411 and a Credit Card number.
2. **Purchase Order** — Customer number 45WA049 and a Purchase Form number.

Renting Outside Washington State

Provide Enterprise with our Customer number 45WA411 and Credit Card number.

Booking Online

Please visit the WWU Travel website at www.acadweb.wvu.edu/BFA/BusinessServices/TravelDesk.htm for the link to Enterprise's WWU Online Reservation site.

Payment/Reimbursement

If you used a Purchase Order number to reserve the car, please mark your Purchase Form as a Department Order, include the Travel Authorization Form number in the comments, and submit it to MS 1420 for payment.

If you used a Credit Card to reserve and pay for the car then please save your receipt and submit it with a Travel Expense Voucher (including other travel expenses & receipts) to MS 1420 for reimbursement.

Bellingham Travel

If you are booking airfare through Bellingham Travel, you may also book a rental car if the rental is within Washington State. To do so, you must provide Bellingham Travel with the Enterprise Customer number 45WA049, and a Purchase Form number. If you book a car rental this way, please complete the Purchase Form, marked Department Order, including the Travel Authorization Form number in the comments, and forward to MS 1420. Do not book out-of-state car rentals with Bellingham Travel². Any Questions? Please call Debbi Baughn at the Travel Desk, X/3341. Thank you!

¹ Please note that this contract applies only to travel in the Continental US, Alaska, and Hawaii.

² It is okay to book out-of-state car rentals through Bellingham Travel when it is included in a Hawaiian travel package.

New Policies proposed by Student Fiscal Services



Pol-i-cy [pol-uh-see] – noun pl. pol-i-cies

- a. A course of action, guiding principle, or procedure considered expedient, prudent, or advantageous.
- b. Prudence, shrewdness, or sagacity in practical matters. American Heritage Dictionary

In an attempt to act with *sagacity in practical matters*, Student Fiscal Services has drafted ten new policies documenting our business practices. For the most part, the guidance outlined in these policies is not new, but there are a couple of items that are different. Below is a list of the policies. We have tried to mark any procedures that may be new or different from our past methods.

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Topics This Issue

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Questions and Answers

Question: Can you tell me if there is a report in Banner Finance that I can print showing all the transactions on a particular Journal Voucher or other document? I use FGIDOCR (Document Retrieval Inquiry From) but have to do a screen print with only two lines at a time.

Answer: With all due respect to John Lennon and Paul McCartney, Banner Report FWRTRNH (Transaction by Document Number) is your "Ticket to Ride."

Question: Can I see information in Banner for FY '97?

Answer: Yes and no. The Banner FGITRND (Detail Transaction Activity) table is purged each year of an older fiscal year, a few months after the new fiscal year opens. In fact, sometime in the next few months, our DBA will purge FY '01. This means at any one time, we have approximately 5+ years of detailed financial transactions retrievable in Banner. Of course, if you enter FGIBDST (Organization Budget Status Form) for FY '97, you may still observe a level of summary data, but the detailed transactions have been removed.

Cash Handling Corner

Departments that are not authorized to handle cash occasionally receive cash payments in the mail. These payments must be delivered elsewhere (usually the University Cashier or the Housing Cashier Office) for processing. This is to remind employees in all departments that cash (including coin, currency, checks, money orders, traveler's checks and debit and credit card numbers/receipts) should **NOT** be sent in the campus inter-office mail. Cash should be transported in accordance with University Policy U5351.11 Transporting Cash which is included in the full set of University Cash Handling Policies available at: www.acadweb.wvu.edu/BFA/BusinessServices/bfa_PoliciesCH.shtml.

Please contact Becky Kellow, Cashier Supervisor, at X4530 if you need assistance with cash transporting options. Thanks for your help!



"Cleaning your house while your kids are still growing is like shoveling the walk before it stops snowing."

— Phyllis Diller



Office Depot Replaces Corporate Express

"Mr. Posty" wants all of you Kids to know that online ordering of Office Supplies through Office Depot will be available beginning September 1, 2006. Initial training classes were held on August 28th and 29th. Plans are underway for additional classes in late September and the annual vendor showcase in mid-October. Registration for classes will be via the Human Resources Training site. One-on-one training is also available by contacting Jack Herring (X/3546) or John Zuzarte (X/2678). For information on registering as an Office Depot customer, or using your PCard for Office Depot purchases, please contact Debby Short at X/3186.

Besides the lower pricing through the state contract, we are confident the campus community will find the Office Depot site very user friendly. The same high level of service by Central Stores will continue and will not be compromised by the lower prices. **Ordering from Corporate Express will be available until Sept 30th.**



And remember, kids, Mr. Posty says *please don't* run with Scissors! ☺

("New Policies" continued from Page One)

The draft policies are shown on the Business Services' website at: (http://www.acadweb.wvu.edu/BFA/BusinessServices/bfa_PoliciesMain.shtml). Click on Student Fiscal Services under the heading "For Review." We are asking for your comments. Next to each policy is a "comment" button. Click on it and email your comments to Terry Ely. We will review all suggestions and try to incorporate them wherever possible.

- POL-U5352.01** Charging and Billing the Public for Goods and Services
- POL-U5352.02** Billing Students' Accounts
- POL-U5352.03** Applying Credits to Students' and General Receivable Accounts
- POL-U5352.05** Issuing Refunds for Credit Balances on Student Accounts
- POL-U5352.06** Generating and Sending Monthly Statements
- POL-U5352.08** Collecting Accounts Owed to the University
- POL-U5352.09** Collecting Long Term Student Loans
- POL-U5352.10** Writing Off Uncollectible Accounts
- POL-U5352.11** Repaying Unearned Financial Aid
- POL-U5352.12** Establishing Allowances for Bad Debt