

FINANCE FOOTNOTES

A Publication of WWU Financial Services

April 2007

Thank you from the Interim Accounting Director

Thank you for a job well done!

The Board of Trustees Audit Committee met with the State Auditors recently to review the results of the latest audit of the University. The committee received great news! The State Auditors had no written management letters or findings to report, only a few verbal recommendations.

Although the participants in this meeting receive the kudos for a job well done; the praise truly belongs to the employees throughout the University for performing their jobs efficiently and effectively each day. *Thank you, Shonda*

Debby Short Receives Promotion

Debby Short began serving the campus community in 1994 as a Purchasing Assistant and most recently as a Buyer I. When the Procurement Card program began, she took over the challenge of leading the program and has helped it grow over the past several years.

Debby has received a promotion and will be working in the Office of the Vice President of Student Affairs. Debby's last day with Purchasing is April 13th. We wish Debby much success in her new position.

Welcome Desiree

Desiree Calderon-Smith joined Purchasing as a Buyer III on March 12th. She comes to Western with great purchasing experience and a warm, cheerful personality. Desiree is an excellent addition to our Purchasing staff. This is a new position in the department which we hope will help us more fully serve the needs of a growing campus.

Business & Financial Affairs Showcase

Please join us on May 10th from 10 am to 2 pm in the VU Multipurpose room for the annual BFA Showcase. The showcase is an opportunity for vendors from around the state and BFA departments to display their products and provide information on the latest technologies and services they provide.



Furniture Ordering for Fiscal Year End

Furniture purchases to be paid with fiscal 2007 funds must be received on campus by June 30th. To meet this deadline, an approved purchase order must be to the Purchasing department by May 10th with all models and finishes selected. Some items may have up to 90 days lead time, so please start the process now in order to meet the June 30th deadline.

Audrey Andersen is available at x3068 or via email at Audrey.Andersen@wwu.edu to assist you in coordinating with our contracted vendors to select the best product for your needs.

Important Upcoming Dates

As the fiscal year end approaches, so do deadlines for completing transactions. Following is a list of important upcoming dates:

May 7th – last day Purchasing will accept orders over \$42,300

May 29th – last day Purchasing will accept orders between \$3,000 and \$42,299

Encumbrance Liquidations – FBEN02

April begins the last quarter of the fiscal year and it's time to address outstanding encumbrances. Use report FBEN02 in Banner to look for outstanding encumbrances. The e-form to liquidate encumbrances is located at: <https://west.wvu.edu/admcs/forms/>. (From the Western home page, use the Index to find web forms – Administrative Computing). Please contact Sheryl Sparling at x3040 or via email at Sheryl.Sparling@wvu.edu with any questions.

Payroll Redistributions

Spring has sprung and it is time to spring into action with payroll redistributions. A redistribution form is required to reallocate past payroll expenses occurring during this fiscal year. The form is located at: <http://www.acadweb.wvu.edu/hr/payroll/index.shtml>. (From the Western home page, use the Index to find Human Resources; click on the forms button at the top right of the Human Resource home page). Please contact Sheryl Sparling at x3040 or via email at Sheryl.Sparling@wvu.edu with any questions.

Fiscal Services and Business Support Policies

The policies for Fixed Assets have been approved by the President's Council and are posted on our website. The website is located at http://www.wvu.edu/policies/vp_bfa.shtml. Please contact Jack Herring at x3546 or via email at Jack.Herring@wvu.edu with any questions.