

FINANCE FOOTNOTES

A Publication of WWU Financial Services

September 2009

State Auditors on Campus

Auditors from the Washington State Auditors' Office will arrive on campus October 5th to conduct the University's annual compliance audit. They will remain on campus until mid-December evaluating Western's policies and practices to ensure compliance with both State and Federal regulations.

The auditors may contact departments directly with questions or to schedule an appointment to review documents. Shonda Shipman in Financial Reporting acts as the liaison between the campus and the auditors and will attempt to advise departments in advance of a visit or phone call. If you are contacted directly and have questions, please contact Shonda at x3564.

Requesting proper identification from the auditors is permissible and recommended.

Fall Quarter Fee Assessment

Fall quarter fee assessment for tuition begins on Monday, August 3, 2009. This means that departments will see revenue from tuition in their budgets in August. Please keep in mind that students will continue to register and withdraw from classes on-line through September 29th. The revenue you see today may change during the months ahead.

Please contact Loa at x2924 with any questions.

Are You Enrolled in Direct Deposit?

Starting September 1st, all Western employees (including student employees) are able to enroll, change, add or delete a direct deposit on their Western Web4U page. Employees will be able to make changes quickly and easily at any time. Employees have to option to deposit their net pay to two different banks.

This new payroll feature is on the [Employee Web4U](#) – choose Pay Information and then click on Direct Deposit Enrollment to access the enrollment form. The step-by-step instructions can be accessed at any time from within the form. Contact Payroll Services for assistance in completing this form: (360) 650-2991, 6106, 3936 or 3565.

Please forward this information to student employee supervisors. This is an excellent way for students to easily enroll for direct deposit of their paychecks.

ANNOUNCING DIRECT DEPOSIT FOR ACCOUNTS PAYABLE PAYMENTS COMING OCTOBER 1ST 2009

If you have Direct Deposit, all reimbursements, including travel will be deposited into your payroll direct deposit account.

You will receive email notification of pending deposits to your account

- ✓ **No need to sign up if you have direct deposit for payroll**
- ✓ **Do not wait for a check**
- ✓ **No lost or misplaced checks**

Learn more at http://www.wvu.edu/depts/fs/GeneralAcctg/gl_ap.shtml

New Equipment Tagging Policy

The following items are considered “**small and attractive**”, costing between \$300.00 and \$4,999.99, and must be tagged:

Firearms and accessories
Chemical weapons & equipment
Weapons, Misc. signal guns, etc.
Cameras, Motion picture
Cameras, still pictures
Photographic projection equipment
Portable Microcomputer systems, laptops, notebooks, and mini note books

These changes are the result of a comprehensive risk assessment that identifies those assets that are at risk or vulnerable to loss. Capitalized fixed assets (items costing \$5,000.00 or more) still require WWU Tags.

Please contact Jack Herring at Equipment Inventory, x3546 with questions.

Deposits to Cashier's Office

A reminder that all deposits (cash, checks and credit cards) are due to the Cashier's Office within 24 hours of receipt. Not sure if you are an approved cash receipting location or haven't taken cash handling training, please contact Becky at x4530. This timely receipt by the Cashier's Office ensures that Western is compliant with all state regulations relating to the deposit of cash receipts.

Purchasing Update on Bid Limits

Effective July 1, 2009, the Office of Financial Management (OFM) adjusted the bid thresholds. The changes are as follows:

Purchases for goods and services between \$3,500 and \$49,000 are considered “informal competition,” with a new requirement of posting on Washington Electronic Business Solution (WEBS) for all quotes over \$3,500.00 that are not under contract.

Purchases of goods and services projected to exceed \$49,000 will be considered a formal bid and must be handled as a sealed bid on WEBS.

Please consider this new state requirement which may delay the processing of your order, when determining delivery requirements for the purchase of goods or services.

Department purchasing limits are \$1,000 per University policy. Purchase requisition forms for all restricted items and items over \$1,000 must be sent to purchasing.

Please contact Susan at x2430 with questions.

Blanket Orders Changing to Open Orders

Currently, a blanket order is a purchase agreement used when you have no idea of the amount that will be ordered, or if you will place an order at all.

Currently, blanket orders are recorded for ongoing expenditures, but DO NOT show up in reports as open commitments. (An example may be a blanket order for Aramark, Airgas or Bellaire Charters, etc.) **Beginning July 1st, these blanket orders will be converted to open orders, showing up in financial reports as open commitments.** Additional information on this change will be communicated shortly to all financial managers and budget authorities.

Note: Budget JV's will be necessary to show projected revenue to offset encumbrances for self sustaining; internal services; and auxiliary funds. Please contact Diana Cline at x4762 to discuss how to prepare budget journal vouchers.

Reimbursement Requests Submitted within 60 Days

Per WWU Travel and Reimbursement Policies POL-U5348.10 and POL-U5348.12, reimbursement requests must be submitted to Accounts Payable or Purchasing, within 60 days of the purchase, or completion of travel.

Please do not save mileage or miscellaneous reimbursement requests to be submitted in a batch; reimbursement requests should be submitted once a month. The following links outline the applicable policies:

[Authorizing and Reimbursing Travel](#)

[Reimbursing Employees](#)

Please contact Debbi at x3341 with questions.

Returned Checks

Departments receiving returned checks in the mail must send the checks to Accounting Services at MS 1420 to ensure the check is properly cancelled in Banner Finance. This will ensure our financial records are correct at fiscal year end and avoid the costly tracking of missing checks.

Please contact Diane Fuller at x4002 with questions.

PCard Review and Approval

Please check your P-card transactions for the correct account codes. Monthly unapproved transactions are recorded to E111. Please review the E111 activity in your budget to determine if this is the correct account code. If not, please prepare a journal voucher to move the expense to the correct account.

Financial Managers and Budget Authorities

Accounting Services needs your help in ensuring our list of financial managers and budget authorities is up to date. If a financial manager or budget authority has left your department, please complete the attached form to update the information in our database. With your help, we can keep our records up to date. Thank you.

[Budget Authority](#)

[Financial Managers](#)

Training Requests

Please send your requests/suggestions for specific training courses to Shonda Shipman at Shonda.Shipman@wwu.edu I would like to develop a progressive curriculum of training courses based around the needs of our users. The suggestions from the departments we serve are one of the best sources for course ideas.

Training Resources

Debbi Baughn at x3341 provides regular campus training on travel regulations and how to handle your travel needs.

Diane Fuller at x4002 is available to provide training in using Banner screens and running budget reports. Accounting Services also has a comprehensive manual of Banner reports and information that can be provided upon request.

Becky Kellow at x4530 is available for training in cashiering and cash receipting.

Vic Kiel at x7418 also offers regular training classes in Banner navigation.