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Monthly News & Tips from CAHNRS Contracts, Finance, Payroll, Personnel, Purchasing, and Travel

# CAHNRS Finance & Administration August 2023

## Travel News>>>

What is CTA? It means Central Travel Account.

CTA cards can be used for airfare, bus, and train. **Please treat this like a credit card being loaned to you.**

Like procurement cards, charges on the CTA card will not be expensed on the account referenced until it is reconciled on an Expense Report. Airfare charges get assigned in Workday by our travel team to be reconciled after travel. When you are working on your Expense Report and you see Credit Card Transactions that apply to your trip, you can select those charges to reconcile. This will not reimburse you but will allow for those charges to be applied to the appropriate account to be reconciled.

When you or an external committee member (ECM) need to use a CTA for out of state or foreign travel – please make sure to have a Spend Authorization fully approved in Workday prior to using the CTA card. In-state travel only needs verbal approval. If you are using Concur for in-state travel and you are asked for the SA number, you can use SA00000XXXXX. For those purchasing airfare for external committee members or students AND they will not have any expenses reimbursed, please make sure to submit your No-Cost Spend Authorization for CAHNRS Travel to have on record.

E-mail us: [Travel.bc@wsu.edu](mailto:Travel.bc@wsu.edu)

Travel Website: <https://business-center.cw.wsu.edu/travel/>

### **New Team Members at CAHNRS Finance and Administration!**

Please join us in welcoming Carson Sugden, Fiscal Analyst 3, and Connie Barner, Fiscal Specialist 2, to the CAHNRS Finance and Administration team.

"Hello, my name is Carson Sugden, and I am thrilled to be joining WSU as a new employee. As a local resident of the area, I have developed a deep appreciation for the community.

In my free time, I enjoy exploring the beautiful hiking trails, sharpening my skills on the ice in ice hockey, and enjoying the rewards from working hard at WSU and on the family farm.

I am committed to delivering results and look forward to contributing my enthusiasm and dedication to the team. I am excited to embark on this new professional journey with all of you."



## Purchasing >>>Comdata Fuel Cards



CAHNRS Purchasing has a new PowerPoint training available for Comdata guidelines. Please see the training on the CAHNRS Finance & Administration Purchasing website ([CAHNRS-Comdata-Card.pptx \(live.com\)](#)). This will help you know what to do when using and reviewing Comdata charges each month.

If you have any questions reach out to the Comdata custodian in your department or e-mail us at: [purchasing.bc@wsu.edu](mailto:purchasing.bc@wsu.edu) and we will help you!

### Purchasing Information

- WSU Fuel Credit Cards: [BBPM 95.27](#)
- See the CAHNRS Purchasing website for information, forms, and training materials: <https://business-center.cw.wsu.edu/purchasing/>
- <https://purchasing.wsu.edu/>

## Sweet Tips for Contracts >>>

**Thank you to those who are already submitting their 2024 & 2025 contracts – way to go!** Over 200 contracts have been processed by the CAHNRS Contract Team this year.

The WSU Procurement and Contract Services (PACS) team requests a minimum of 30-60 days to accept and review the contract. **Preplanning for events and projects several months in advance will alleviate some of the stress that may result from last minute requests.**

Please allow 2 months plus whatever time you need to prepare the required documents, contract package and request.

**Be prepared to seek out other options & have a back-up plan.** There may be times when WSU PACS requests edits or changes that are not acceptable to the counterparty or the timeline cannot be met. Work closely with the PACS Contract Specialist to monitor your timeline requirements.

**The CAHNRS Contract Team reviews your contract package to make sure it is complete and contains the necessary information for PACS to accept it in Workday. Our team obtains the CAHNRS Finance Director review and signature on the CRF and completes the Workday contract request. This CAHNRS process has been in place since 2020. Directly submitting a request to Workday may cause it to be denied or sent back by PACS.**

Submit your contract request package to [contracts.bc@wsu.edu](mailto:contracts.bc@wsu.edu) as soon as you have all your required information and documentation.

CAHNRS Contract Team: [contracts.bc@wsu.edu](mailto:contracts.bc@wsu.edu)

Website: <https://business-center.cw.wsu.edu/contracts/>

## Contract Resources

Web Resources to Bookmark



[BBPM 10.11 Processing University Contracts](#)

[CAHNRS Contract Website](#)

[CAHNRS Operations Real Property Requests](#)

[ORSO Decision Tree](#)

[PACS Personal Services Contracts](#)

[PACS Supporting Documents](#)

[PACS Template Agreements](#)

[Washington DES Contract Training](#)

[Washington State Ethics Board](#)

[Washington Tax Rate Lookup](#)



Please note there are several changes to the **Graduate Assistantship** process.

If you were unable to attend last week's Percipio meeting, please join **8/2 at 2:00 PM**.

To sign up please go to: <https://wsu.percipio.com/liveCourse/c4747217-b757-4df3-89af-0151c94b2363>

See the Graduate School training pdf on our web page: <https://business-center.cw.wsu.edu/personnel/>

### Important Changes:

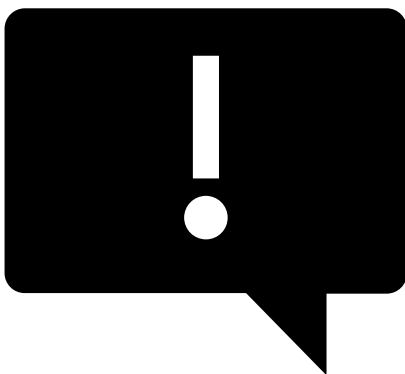
- Offer/Renewal letters are required to be attached to Workday appointments
- Academic Department Approval Form
- Routing Update - Costing Allocation is a required step
- SMS Changes
- Project Assistantship salary guidance
- English Proficiency Requirement

**Recruitment Highlights - A formal signed and accepted offer letter of support should be uploaded into myWSU admission page and Workday appointment actions, as an attachment providing supporting documentation.**

Graduate Offer & Renewal Letter Templates: <https://gradschool.wsu.edu/facultystaff-resources/712-2/>

We confirmed with the grad school; they will not look at sub-business processes for the offer letters so ***we will be unable to add those letters once the process has been initiated.***

Thank you for everything you do!



### Attention Procurement Card Managers

Aging Pcard transactions: There will be an **email going out to the Administrative Manager with a list of PCard holders that have transactions over 61 days.**

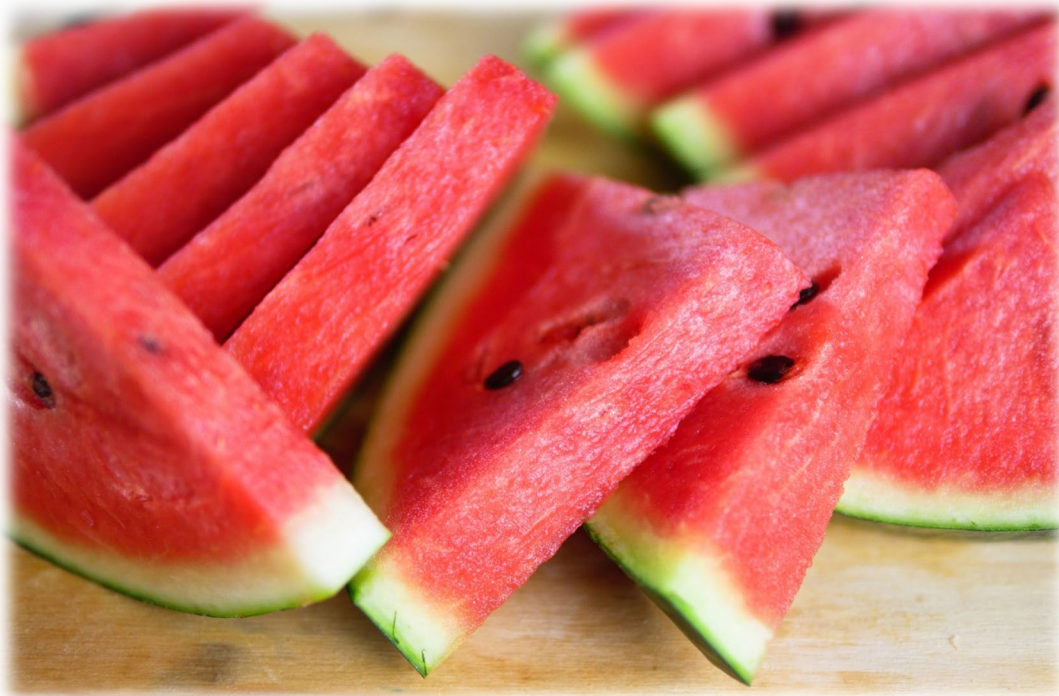
These *transactions need to be verified* or the card holder is at risk of losing their card.

#### BBPM 70.08 Procurement Card Policies and Procedures

The following actions violate University policy:

- Purchasing prohibited items with a procurement card or making purchases from prohibited classes of vendors (See the list under [Prohibited Purchases](#)).
- Failure to verify procurement card transactions in a timely manner, as required.
- Failure to attach complete documentation of purchases in Workday.
- Failure to safeguard and properly monitor the locations of procurement cards.

The Finance & Administration Team wishes  
all CAHNRS faculty, staff, and students  
a safe and wonderful summer!



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<https://business-center.cw.wsu.edu/>

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CAHNRS Finance and Administration Team!*

*Newsletter suggestions or topics for future issues?*

*Send your Name, Unit, Department and E-mail address to: [mortonl@wsu.edu](mailto:mortonl@wsu.edu)*



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