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Director's Corner

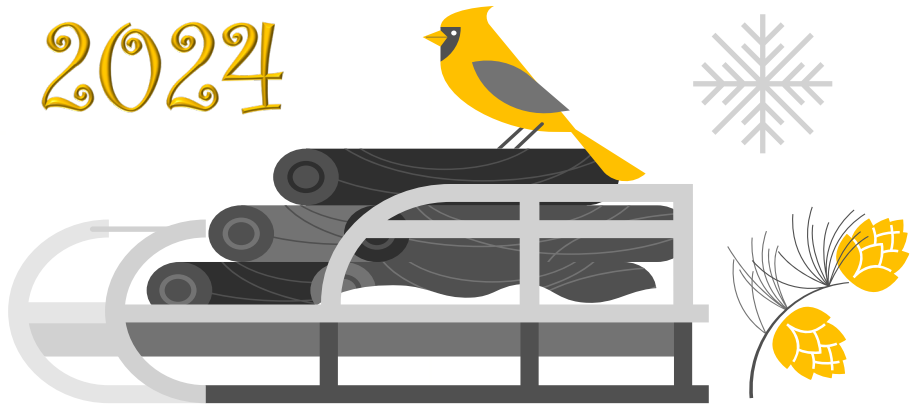
Contracts – Worktags & Why They are Important

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We are CAHNRS! - And Sew it Goes!

2024



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

CAHNRS Finance & Administration

Providing people-centered support, resources, and assistance for CAHNRS.

January 2024

Director's Corner >>>

Happy New Year and Welcome Back!

A new year is a wonderful opportunity to start fresh. Here are some reminders of resources that are available to you and will help keep you up to date on WSU's policies and procedures:

BPPM

[Business Policies and Procedures Manual](#) | [Office of Policies, Records, and Forms](#) | [Washington State University \(wsu.edu\)](#)

Latest News from the Modernization Team

[News](#) | [Modernization](#) | [Washington State University \(wsu.edu\)](#)

Workday Service Desk, Reference Guides and Knowledge Base Articles

[Contact Us](#) | [Modernization](#) | [Washington State University \(wsu.edu\)](#)

Please reach out to our Finance and Business Services Teams if you have any questions.

Here's to a productive 2024!

Esther Kruse, Finance Director



Contracts >>>



Worktags & Why They are Important

The Contract Request Form is designed by the Procurement and Contract Services (PACS) office to provide all the required information to create a contract. A good rule of thumb is to complete *all* the sections and if they truly don't apply, you can use N/A. Please don't use N/A if you don't know the answer. If you need guidance, see our Help Guide on the CAHNRS Contract Website: <https://business-center.cw.wsu.edu/contracts/> or you can reach out to contracts.bc@wsu.edu, or call Larissa at 509-335-9857.

Why do I need a Worktag account if I'm not paying anything? The Workday system requires the Worktag information and provides the routing criteria for approval in Workday. If this section isn't complete or has incorrect information, PACS will send the request back. If you need help determining which account to use, please see the information below or reach out to your finance admin team.



Worktags (*Spend Category and Revenue Category are required)					
Amount	Cost Center	Fund	Function	Region	Grant
Gift	Project (facilities only)	Program	Spend Category*	Revenue Category*	Other Worktag
Amount	Cost Center	Fund	Function	Region	Grant
Gift	Project (facilities only)	Program	Spend Category*	Revenue Category*	Other Worktag

If the contract has any dollar amount obligation, you should consider it a Supplier Contract and associate it with an account that can be used for the expenses - even if participants or a third party should be paying. The total contract amount should be the maximum expenses incurred and allow for a cushion (20%). There may be services charges, credit card surcharge fees, lodging fees, or other items that should all be included in the total.

If it is a Customer Contract and truly a no-cost or revenue contract, a revenue eligible account (non-core) is required. If you are receiving funds, please use the total dollar amount expected in the Total Contract and Amount fields. If there is no revenue expected or it is a no-cost agreement, please use \$0.00 for the Total Contract and Amount fields.

Our goal is to help prevent delays through the CAHNRS contract process and review. If we gather all the information and forms required by the PACS contract specialist, it will help speed up the processing time. Once the contract request is accepted by PACS, the CAHNRS Contract Team can't upload additional documents in Workday. Depending on where the contract process is in Workday, PACS may require a Contract Request Amendment to be submitted, or the documents will need to be routed directly to PACS. Please include contracts.bc@wsu.edu on any contract correspondence to PACS.

Please remember, the *new* Contract Request Form (CRF) is required for all contract requests. Please send it fully completed, unsigned & unlocked.

Contract Request pdf version: <https://s3.wp.wsu.edu/uploads/sites/2426/2023/10/Contract-Request-Form-20230927.pdf>

Contract Request Word version: <https://s3.wp.wsu.edu/uploads/sites/2426/2023/10/Contract-Request-Form-20230927-1.docx>

WE ARE EXCITED TO SERVE YOU IN 2024!

Travel>>>

Per Diem Rates:

If you ever need to know what the per diem rates are for lodging or meals at a specific location, we have two resources available:

Out of State & Foreign Travel: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

In State Travel: <https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>

Expense Reports – Lodging: Review on Daily Expenses section

Have you ever wondered the difference between **up to 150%** and **over 150%** per diem?

Here's a calculation example using Pullman, WA.

Use the total lodging per diem rate plus the M&IE (Meals & Incidentals) per diem rate and multiply it by 1.5.
 $\$107 + \$59 = \$166 * 1.50 = \249 .

- If lodging per night (excluding taxes), is over \$249, then you would use the *Over 150% Per Diem*.
- If it is above \$107 and under \$249, use the *Up to 150% Per Diem*.
- If it is \$107 or less, you would use *Up to Per Diem*.

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

Contact us: travel.bc@wsu.edu

Purchasing>>>

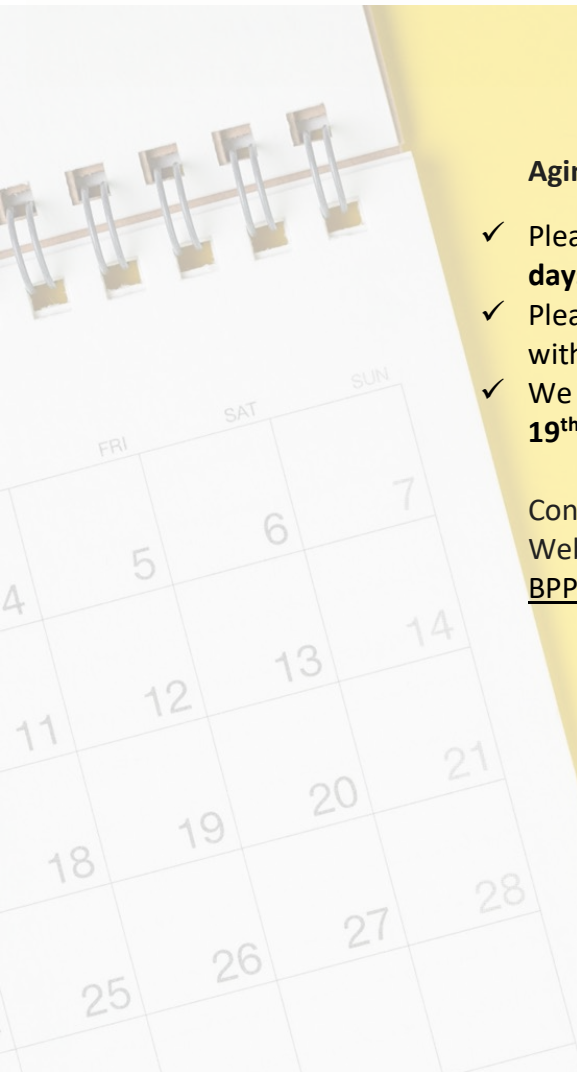
Aging Procurement Card Transactions

- ✓ Please ensure that **all transactions older than 60 days, especially those over 90 days, are verified in Workday.**
- ✓ Please check for any verifications that are in **draft status** as they will not appear with those needing verification.
- ✓ We will also send out a reminder to make sure these are completed by **January 19th, 2024.**

Contact us: purchasing.bc@wsu.edu

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

BPPM 70.08 Procurement Card



We are CAHNRS!

And Sew it Goes!

One of our alumni continues to tout the WSU flag as she continues her love of all thing's textile – especially sewing.

Debbie Bone-Harris received her bachelor's degree from WSU and returned to get her graduate degree. She studied famous couture designers specializing in embroidery during her Master of Arts thesis, ***“Chasing a Dream: Explorations in Embroidered Wearable Art,”*** and graduated with recognition of distinction.



Debbie Bone-Harris

Embroidery is more than just surface design in Debbie's collections; it is an integral and decorative element in her designs.

She's taught at venues across the country – Chicago, Philadelphia, and Nashville - for national sewing organizations, specializing in couture sewing techniques, free motion embroidery and vintage ribbon work.

Embellishment and surface encrustation are just a few of her signature areas of expertise.



Ribbonwork

Published extensively in national magazines featuring her wearable art, beading, and silk dyed garments, Deb is also a graduate of the City and Guilds of London Institute, a former Stretch and Sew instructor, a certified Jenny Haskins Victorian School instructor, and a Martha Pullen Licensed Instructor.

One of her biggest honors was being accepted to compete in the Houston International Fashion Show, for two years in a row – before covid changed the world. “This has been a thrill of my lifetime to put together a portfolio and be accepted for this international competition. We had six months to design and create a garment for the runway. What an honor it was when I placed in the top ten both years, and then our garments toured the world for two years before we got them back,” said Deb with a huge smile on her face.

She has been a Clothing and Textile Advisor (CTA) for WSU since 1996 and has been in the sewing industry long before that. It was her CTA training that got her involved in volunteering at Sew Expo.

The sewing machine is Deb's tool of choice, while ribbons, fabrics, glorious threads, and fibers create the palette she works with.

Susan Khalje, a renowned couture seamstress, once pronounced Deb the “Queen of Embellishment” at a national fashion show in Nashville, Tennessee. Deb is truly in her element when she's teaching and is “all in” when it comes to sharing techniques and making learning fun and inspiring.



Cockades

This year Deb has been invited to teach three classes in at the 40th annual national Sewing & Stitchery Expo in Puyallup, WA. Sew Expo will be held at the Puyallup Fairgrounds.

Continued on page 5

And Sew it Goes.....Continued

Crowds of up to 20,000 flock to the event to get their hands on the latest in the industry. Sew Expo is for anyone from the novice to the accomplished seamstress, couturier, and beyond

2024 is the 40th celebration of all things sewing. Instructors will come from across the country, Canada, and Nigeria to teach.

She'll be teaching a vintage ribbonwork class making cockades that adorn fascinators, a fun Boutique Baby Headband class, where you'll learn some new ribbon techniques. Her other class will be Sassy Sewers – Applique Fun where you'll applique hand towels & then embellish them to your hearts content.



"Girly Girls" Towels

Deb's classes are designed to inspire and energize your sewing experience. Treat yourself to the gift of creativity - come check out a technique or concept you want to explore for what may be your new future in the textile world.

Elevate your experience uncovering cutting-edge technology that is inundating the sewing industry today. Whether you like quilting, garment sewing, dyeing fabrics,

embroidery, or just need to stock up on the best selection of notions anywhere – this is the event you want to attend.



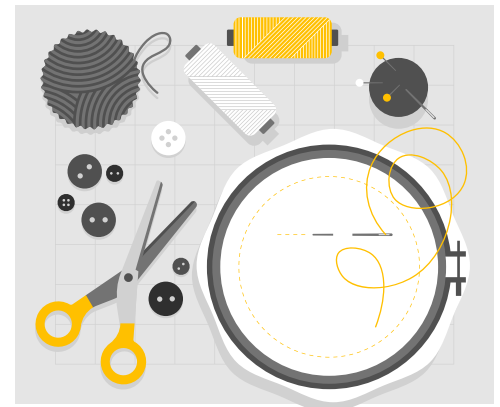
Featuring over 250 vendors, fashion shows, door prizes, and classes galore. Tickets go on sale January 16, 2024, so sign up early and come join the fun!
Expo Dates: 2/29-3/04/2024
Visit sewexpo.com to get all the details.

If you have a project or event you would like to have highlighted, please reach out to us!

January Payroll Calendar

Paid Holidays: January 1st and 15th

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			





*“No act of kindness,
no matter how small,
is ever wasted.” - Aesop*

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their name and e-mail to subscribe to our
monthly newsletter!
E-mail to: mortonl@wsu.edu

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