



# CONTRACTS AND PROCUREMENT NEWSLETTER

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**Welcome** to the Winter 2023 issue of the Contracts and Procurement newsletter! Read on for some helpful info about each of the five areas that fall under our department: Accounts Payable, Contracts, Purchasing, Surplus & Asset Management, and Travel.

## ACCOUNTS PAYABLE

Wondering what you can do to assist Accounts Payable in getting your department's invoices paid in a timely manner? The most important thing would be to plan ahead, as much as possible.

We know that sometimes it is just not possible to plan certain purchases and/or payments very far ahead – sometimes unexpected things come up and you don't have the luxury of time in dealing with them! But to the extent possible, planning ahead for purchases and their resulting necessary payments will make the entire process run more smoothly and efficiently.

Once you know that you are going to be needing a service or ordering some items, and the purchases will not be made via credit card (P-card), submit the requisition as soon as possible. This will help to prevent those last-minute situations where a vendor's invoice is about to become overdue and you are scrambling to rush a requisition through the system in order to avoid late fees, damage to CWU's reputation, or other negative effects of CWU issuing a payment after its due date.

Remember, after you submit a requisition, it will still need to work its way through all the required approvals in the system, and Purchasing will then still need to issue a purchase order before Accounts Payable can process your invoice for payment. So, the more time you allow for that, the better.

As always, work as necessary with Purchasing before incurring any charges to get everything lined up and ready to go for those invoices that will be showing up in our Accounts Payable inbox. If you have any questions about our process or why we do things the way we do, please feel free to reach out to any of us in Accounts Payable – we are always happy to help!

## CONTRACTS / PURCHASING

- Does your department ever need to purchase promotional goods, printing/mailing services, screen-printed items, or bus transportation services? If so, you're probably familiar with the on-campus resources that should be your go-to sources for many of these items/services: Wildcat Printing for printing services, Wildcat Shop for promotional goods, and Motor Pool for transportation services. But if these on-campus resources are unable to meet your needs, then your next step should be to consult our department's guide to University-Wide Contracts Available for Use by Individual Departments, found [here](#). This document contains details on the contracts that cover the above-listed goods/services categories and that are ready and available for your department's use. This guidance document has been around for a while but is regularly updated by our office (most recently in February of 2023), so follow the link above to ensure you're working off the most current version.
- With the start of Spring Quarter approaching, it's time already to start thinking about the end of the fiscal year in June! Spring is our busiest season in Contracts and Purchasing, with everyone rushing to get their purchases and contracts completed before the end of the fiscal year, so please be sure to plan ahead as much as possible. We appreciate you adhering to the rule of giving the Contracts Office a minimum of 30 days to review your contracts, and more time is even better! We want to make sure we avoid a situation where you wish to enter into a contract before the end of the fiscal year, but we are unable to assist you because you have not given adequate lead time. So remember, give us that full 30 days so that everything is positioned to run smoothly and efficiently!

## SURPLUS AND ASSET MANAGEMENT

Chances are that you've heard that Surplus and Asset Management runs a number of "Surplus Sales" every year. Perhaps you've seen the notices about upcoming sales and the unique items that will be featured. But did you know that after the sales are over, you can also view the results of the sales, online? If you're curious about how much a particular item ended up selling for, or want to get a general idea of what sale prices tend to be for certain types of items, check out this link: <https://www.cwu.edu/contracts/surplus-sale-results>.

Worried you might have missed the notice about the next scheduled Surplus Sale? We post information on any upcoming sales at <https://www.cwu.edu/contracts/surplus-and-asset-management>. We hope we get to see you at a future Surplus Sale, and please let us know if you have any questions about Surplus Sales between now and then!

## TRAVEL

Have you ever wondered what the status labels on your Travel Authorization or Expense Report mean? Wonder no more! Here's a breakdown of what each status descriptor actually indicates:

"Pending": The Travel Authorization ("TA") or Expense Report ("ER") has either not been fully submitted or has been sent back for revisions. The traveler must decide whether this needs to be submitted for approvals, or else deleted. If the traveler attempts to submit the report and it still says "Pending", there may be red flags or accounting errors. Double check all accounting information.

"Submitted for Approval": The traveler has submitted the TA or ER, and it is in the approval queue.

"In Process"/"Approvals in Process": The TA or ER is routing through approvals, but it has not yet been approved by the Travel Desk.

"Approved": The TA has been fully approved. It will be waiting to be pulled in to populate the ER after your return.

"Paid": The ER has been fully approved, reconciled, and paid by either direct deposit or check.

"Closed": The TA, ER or Cash Advance has been closed. The TA will naturally close after the ER has been paid; or can be closed manually by the Travel Desk. ERs and Cash Advances can also be manually closed by the Travel Desk. Look at the Notes for more information.

Please be sure to email the Travel Desk at [TravelDesk@cwu.edu](mailto:TravelDesk@cwu.edu) if you have any questions about this or any other Travel topics.

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CWU is an EEO/AA/Title IX Institution. For accommodation email: [DS@cwu.edu](mailto:DS@cwu.edu).