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## FY20 Budget Report

**Unit: Contracts Procurement and Payment Services**

**Budget Owner: Stuart Thompson**

**E-mail Address: Stuart.Thompson@cwu.edu**

1. What is the mission of your unit? How does your unit contribute to the recruitment and retention of students?

Contracts Procurement and Payment Services exists to perform functions necessary to support the goals of Central Washington University. The services are twofold: those mandated by the external environment and those that provide specific services which directly support the goals of the University. Service units include contract processing, procurement, payment services, and travel. The department plays a vital role in supporting other University departments that directly contribute to recruitment and retention of students.

2. Please provide position variance information for your unit/division associated with your budgeted FTE.
  - Work with your budget manager for assistance in obtaining headcount and FTE data. Using your 100-B1 monthly detail report from CATPlan, please list the Full Year Budget Variance column information by position type (located on the far right side of the form). This will identify current changes to the original budget including estimated vacancies, investments, etc. Details can be provided in the comments section to provide further clarification regarding the changes to the original budget.

### Office of the Associate Provosts

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Unit/Department reporting	Instructional	Exempt	Classified	Temp/Other
FY19 Headcount and FTE:		2/2	8/8	
FY20 Headcount and FTE:		2/2	8/8	
FY20 Full Year Budget Variance:	(19404)			
Comments:				

3. Identify two strategies that will assist your unit in becoming more cost efficient and effective in FY21.

- Implementation of an online contract intake process.
- Implementation of invoice processing with workflow approvals.

4. Provide a list of any contractual or legal obligations that your budget is committed to paying. Please include department, amount, brief description and end date (if any).

N/A

5. Use this space to provide information regarding three metrics your unit uses for comparison against standards, peers or to measure performance over time.

- Vendor Diversity –<https://omwbe.wa.gov/state-supplier-diversity-reporting/educational-institution-diversity>
- Payment Services – number of vouchers, payments and reimbursements per FTE versus other state Universities.
- Contracting & Purchasing –number of contracts and purchase orders per FTE versus other state Universities.

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6. Complete the FY20 CWU Core Theme Budget Distribution spreadsheet and submit with this report. Briefly discuss how your unit uses funds to support one or more of CWU's five core themes:
  - a. Teaching and Learning  
We provide services to departments that support Teaching and Learning
  - b. Inclusiveness and Diversity  
A portion of our budget is used towards vendor inclusiveness and diversity.
  - c. Scholarship and Creative Expression  
We provide services to departments that support Scholarship and Creative Expression
  - d. Public Service and Community Engagement  
We provide services to departments that support Public Service and Community Engagement
  - e. Resource Development and Stewardship  
The majority of our budget is dedicated to resource development and stewardship though ensuring compliance with state and federal regulations as well as risk management and mitigation.
  
7. CWU's regional accreditor, the Northwest Commission on Colleges and Universities, requires that institutions demonstrate their adaptability and sustainability in the face of financial and other challenges. To that end, how would your unit absorb a permanent 5% cut to your 149 funds?

Contracts, Procurement and Payment Services would absorb a 5% cut to our units 149 funds by reducing FTE and/or leaving open positions vacant. This would result in a significant reduction of services provided to the campus community

8. Optional: Is there anything in particular concerning recent trends that needs clarification?

No

9. Optional: If you are seeking additional budget allocation for FY21, please indicate the amount you are requesting here and submit a completed Allocation Increase Request Form and Cover Sheet with this report.

N/A

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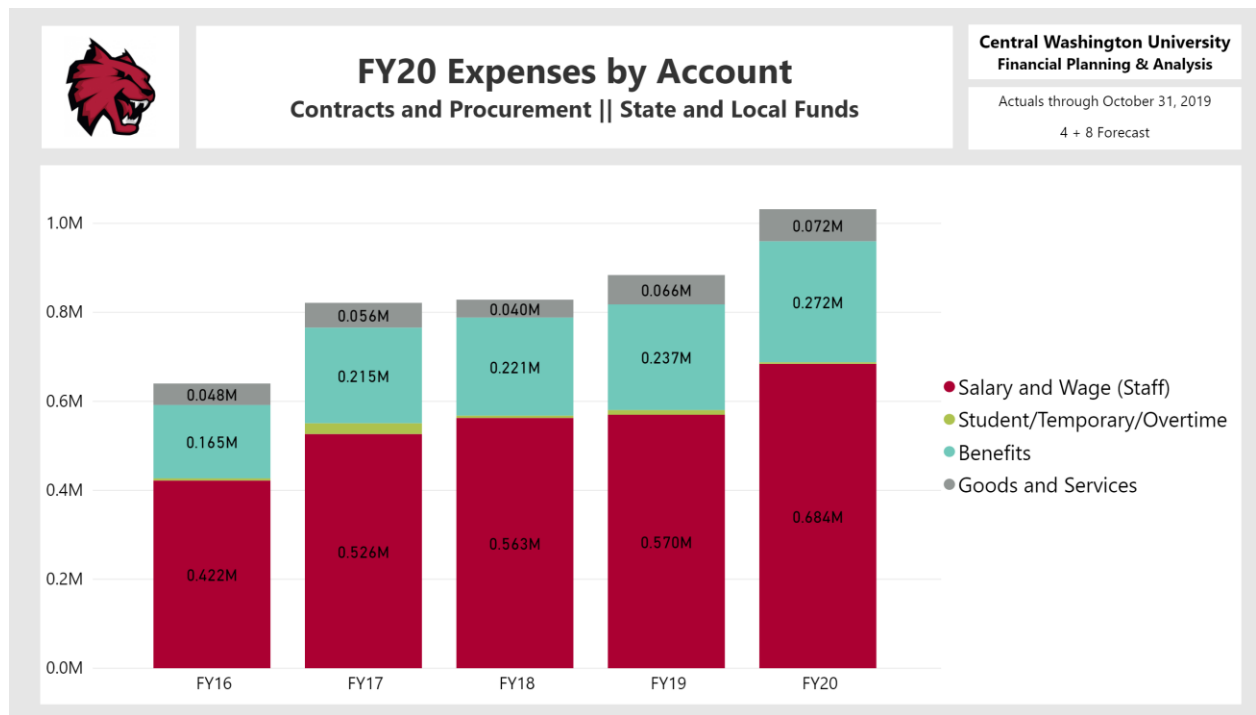
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Please insert the following budget charts from the Budget Summit website:

1. FY17-20 Expenses by Account
2. FY17-20 Expenses by Program
3. FY19 Budget to Projection by Department for unit's division



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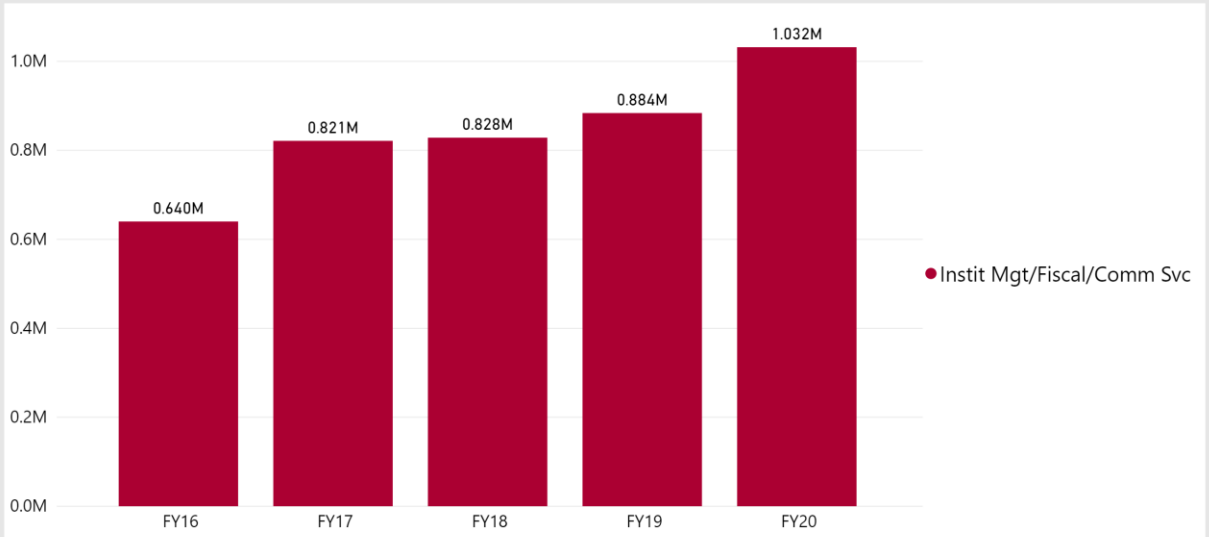
### FY20 Expenses by Program

Contracts and Procurement || State and Local Funds

Central Washington University  
Financial Planning & Analysis

Actuals through October 31, 2019

4 + 8 Forecast

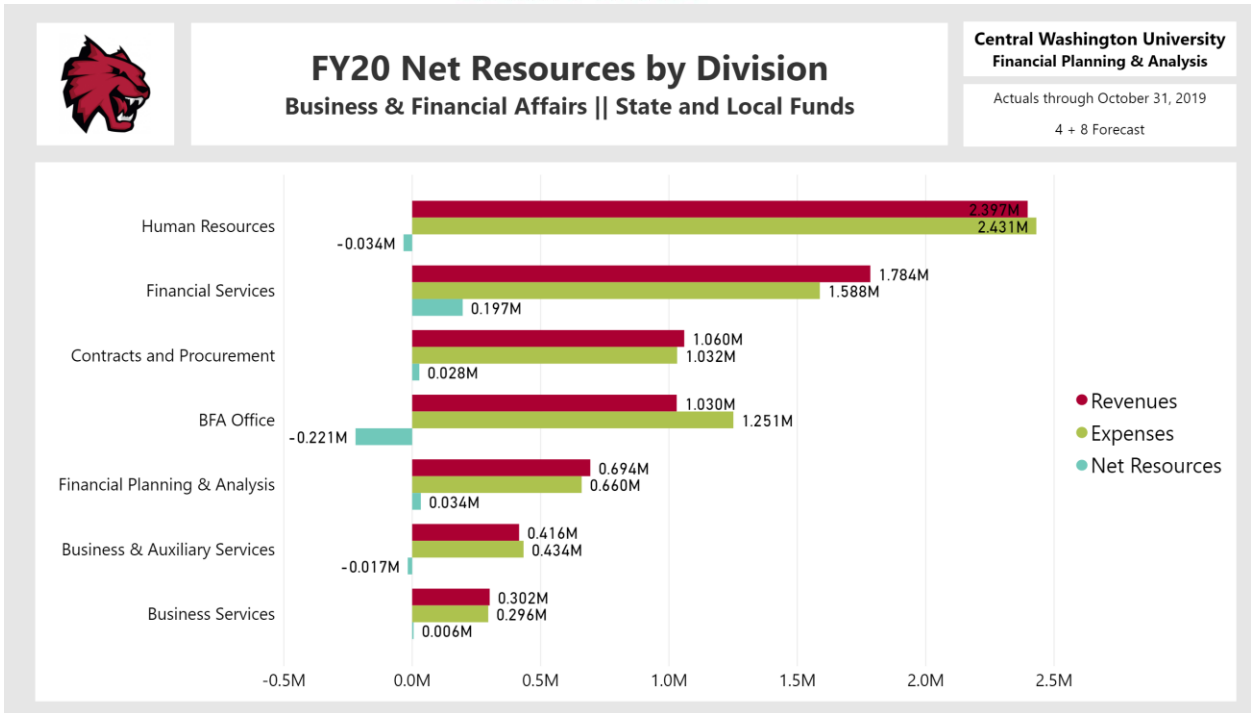


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As of 1/28/20

	Full Year Budget Working FY20	Beginning Balance Actual Final FY20	Jul Actual Final FY20	Jun Forecast Working FY20	Full Year Forecast	Full Year Budget Variance
<b>Wages &amp; Benefits</b>						
5140-CWU CWU-Classified	336,545	-	28,997	29,459	351,054	(14,509)
5175-CWU CWU-Exempt	182,049	-	15,386	15,596	186,944	(4,895)
<b>Total Wages</b>	<b>518,594</b>	<b>-</b>	<b>44,383</b>	<b>45,055</b>	<b>537,998</b>	<b>(19,404)</b>

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