Where do I go to get answers about making purchases and expending funds at CWU?

- **Question to order or make a purchase?**
  - Yes: Contact the Purchasing Dept. Ext. 1002
    - 1. Purchase requisition
    - 2. Blanket purchase orders
    - 3. Bid process
    - 4. Contracts / Personal Service Contracts
    - 5. Appropriate use of state and other funds
    - 6. Commodity purchases
    - 7. Pro-Card Purchase
    - 8. Relocation Expenses

- **Question about signature authorization or available funds or budget balance?**
  - Yes: Contact the Purchasing Dept. Ext. 1002
    - http://www.cwu.edu/~purchase/index.html
    - 1. Purchase requisition
    - 2. Blanket purchase orders
    - 3. Bid process
    - 4. Contracts / Personal Service Contracts
    - 5. Appropriate use of state and other funds
    - 6. Commodity purchases
    - 7. Pro-Card Purchase
    - 8. Relocation Expenses

- **Question about signature authorization or available funds or budget balance?**
  - Yes: Contact Budget Planning Office Ext. 2305
    - http://www.cwu.edu/~budget/index.html
    - 1. Travel authorization
    - 2. Travel expense voucher
    - 3. Air, hotel, car travel expenses
    - 4. Group travel
    - 5. Foreign travel
    - 6. Local Hotels
    - 7. Interview Expenses

- **Question about grant expenditure?**
  - Yes: Contact the Purchasing Dept. Ext. 1002
    - Contact Grant Accounting Office Ext. 1996
    - http://www.cwu.edu/~acctng/grants_index.html
    - http://www.cwu.edu/~budget/expensedictionarydescription.doc

- **Question about account number?**
  - Yes: Review the Chart of Accounts Dictionary Description

- **Question related to Travel?**
  - Yes: Contact the Travel Office Ext. 1986
    - http://www.cwu.edu/~acctng/travel_index.html
    - 1. Travel authorization
    - 2. Travel expense voucher
    - 3. Air, hotel, car travel expenses
    - 4. Group travel
    - 5. Foreign travel
    - 6. Local Hotels
    - 7. Interview Expenses

- **Question about payment or method of payment?**
  - Yes: Contact Accounts Payable Ext. 2621
    - http://www.cwu.edu/~acctng/payable.html
    - 1. Check request
    - 2. Vendor Invoices
    - 3. Petty cash purchase
    - 4. A-19 Invoice voucher
    - 5. Payment status

- **Question about Charge/Credit?**
  - Yes: Contact the Accounting Department Ext. 2395

- **Question about intradepartmental charges?**
  - Yes: Contact individual departments

Example:
- 1. Wildcat Shop – Ext 1311
- 2. Dining Services – Ext. 1591
- 3. Catering Services – Ext. 1141
- 4. Copy Cat Shop – Ext. 3685
- 5. Foundation – Ext. 2760

June 11, 2007