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
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 → **Question about available funds or** → **Question about budget balance?** — Yes →

Contact Budget Planning Office Ext. 2305
http://www.cwu.edu/~budget/index.html

Question about grant expenditure? — Yes →

Contact Grant Accounting Office Ext. 1996
http://www.cwu.edu/~acctng/grants_index.html

Question about account number? — Yes →

Review the Chart of Accounts Dictionary Description
http://www.cwu.edu/~budget/expensedictionarydescription.doc

→ **Contact Purchasing Dept. Ext. 1002**
→ **Contact Grant Accounting Office Ext. 1996**
→ **Contact Accounting Department Ext. 2621**

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