



CONTRACTS & PROCUREMENT NEWSLETTER

Volume 2, Issue 3 (Spring 2022)

AREAS WITHIN OUR DEPARTMENT:

ACCOUNTS PAYABLE

AccountsPayable@cwu.edu

CONTRACTS

(509) 963-2324

PURCHASING

Purchasing_Office@cwu.edu

SURPLUS/ASSET MGT

(509) 963-2157

TRAVEL

TravelDesk@cwu.edu

ACCOUNTS PAYABLE

This quarter's topic of focus for Accounts Payable (with some crossover into Purchasing) is new vendors.

If your department wishes to utilize a new vendor, there are a few things that Accounts Payable and/or Purchasing will need. At a minimum, you'll need to obtain, for any new vendor, a current W9, valid contact information, and the vendor's payment method preference. We ask that you please work with Purchasing early in the process, to get the new vendor set up in the system, in order to avoid a potential "cart before the horse" situation of having an invoice in hand without a Purchase Order that would allow payment to actually go out. (You can also reference the [Contracts & Purchasing website](#) for more information on this.)

A vendor's W9 provides necessary information for our office to input the new vendor into the system, and also helps in determining whether the new vendor is eligible to receive a 1099 at the end of the tax year. (However, for foreign, non-U.S. vendors, then different information/forms are required and it is highly recommended that you reach out to purchasing_office@cwu.edu early on for additional assistance.)

We are diligently working on converting the payment method for as many existing vendors as possible to ACH payments (versus paper checks) as a way of

supporting CWU's goal of going paperless. If you have an existing vendor that wants to switch over to being paid via ACH, please send their information to AccountsPayable@cwu.edu or otherwise contact an AP team member for assistance.

If you have any questions about this, please feel free to contact AccountsPayable@cwu.edu, or Lisa Saucier at lisa.saucier@cwu.edu or extension 1986.

Surplus and Asset Management

Did you know that the surplus warehouse is open daily to non-profit organizations, and other government entities, that would like to purchase surplus CWU items? One of the duties of Surplus and Asset Management is to reach out to schools and non-profits to find new homes for surplus university items, and we take pride in supporting causes of all kinds through community outreach. Many schools, churches, and county and city offices take advantage of this opportunity every week. Already this quarter, the surplus warehouse has supplied soccer goals, power tools, kids' games, file cabinets, sleeping bags, and many other items to non-profit organizations from across the valley and beyond. If you know a school teacher or other government or non-profit employee who needs equipment or other items for work, please send them to the surplus warehouse and we will see what we can do to help them out!

CONTRACTS

Submitting a contract intake form for a new contract or amendment? Here are a couple of reminders about that process:

- Be sure to include all applicable information as requested within the intake form. We understand it takes a bit of effort to fill in all those fields, but as they say, “a stitch in time saves nine!” For instance, occasionally a submitter of an intake form will forget to include the applicable fiscal information (dollar amount to be paid by CWU under the contract, and/or the correct speedkey), and this omission will result in improper routing of the form, which delays approval of the contract. (And sometimes the submitter even needs to start back at square one and resubmit all over again, to make sure the intake form gets routed through the necessary approvers.) So remember to be thorough – it will help the process to overall go much more smoothly and efficiently!
- Be sure to attach the agreement/amendment draft, preferably in an editable format such as .doc. Also include any other documentation you think will assist the Contracts Office in its review of the matter. And then, remember that you will need to hit “Save” one more time before you submit the form, or those attachments you just worked so hard to include will drop right off!

PURCHASING

Are you needing to purchase computers for your department, but not sure of **what** to buy, or **how** to buy it?

The resident experts in CWU’s Computer Support Services (CSS) can assist CWU student, academic, and administrative communities with their computer technology acquisition decisions. They carefully weigh several factors in selecting both standard user and power user configurations. Technology is selected to meet performance objectives in our Higher Education setting and assessed for its full lifecycle cost, from procurement, to deployment and support, and then to retirement. The Computer Equipment Replacement, Purchasing and Disposal Policy (CWUR 7-60-070) can be found [here](#). CSS strives to provide the best customer service possible and provide customers with what they need; however, their decisions must also be adherent to compatibility, quality, and security. For these reasons, **CSS can no longer approve non-standard computer requests**. The CWU minimum hardware and warranty requirements for all computer types are listed [here](#).

Windows desktop computer packages can be found [here](#) and requested via a purchase requisition. Current pricing from our contracted vendors is listed on the website, so you don’t have to worry about obtaining a quote. However, if you need to purchase a PC laptop, Jeff Gladen (Jeffrey.Gladen@cwu.edu) can assist with getting a quote for an endorsed product. Once a PC laptop is selected on a formalized quote and the hardware specifications are confirmed to be satisfactory, a requisition may be submitted, with the quote attached. If you need access to the Requisition Module in MyCWU, please request access using the webform found [here](#). In the case of Apple Products, Mary Rill (Mary.Rill@cwu.edu) from the CWU Wildcat Shop can assist you in purchasing from the bookstore. Microsoft Surface Pros can be purchased from [CDW-G](#) using a CWU account and via the procurement card. If you don’t have a CDW-G account, please ask [Purchasing](#) to invite you to one.

In closing, if you have any questions regarding **what** technology to buy, please ask Jeff Gladen (Jeffrey.Gladen@cwu.edu) in CSS or submit a New Hardware Purchase Inquiry via TeamDynamix Service - [New Hardware Purchase Inquiry \(teamdynamix.com\)](#). If you have any questions about **how** to buy it, please contact Charity Thornton (Charity.Thornton@cwu.edu) in Purchasing. These friendly and knowledgeable folks look forward to answering any questions you may have about the computer selection and purchasing process!

TRAVEL

Here are a couple of quick travel-related tips for you, from the CWU Travel Desk:

- On occasion, a Travel Authorization or Expense Report will be returned for revisions or additional information – If that happens to you, you can click on the included “Comment” to see the details on why it was returned to you and what still needs to happen in order for the Travel Authorization or Expense Report to be approved.
- When making a hotel reservation for someone you are bringing to campus, and the cost of the hotel stay will be direct-billed to CWU, you must complete both Sections 1 and 2 on the [Hotel/Motel Reservation form](#) and email it to TravelDesk@cwu.edu. And be sure the Confirmation # is included when you do this, too.