



CONTRACTS & PROCUREMENT NEWSLETTER

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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

Have you checked out the wealth of information on the [Accounts Payable website](#) lately? If not, we encourage you to do so. There is a lot of helpful info there, including user guides and a link to many Accounts Payable forms. For those of you who may have a bit more time during the summer months to get up to date on current university processes and procedures, we encourage you to review this information before the crush of Fall Quarter begins!

PURCHASING

Submitting a requisition that is tied to a contract? If so, here are a couple of reminders about that process:

- 1) In general, it's usually best to wait until the contract has been through the contract intake process and has been signed by both parties before you submit the related requisition. Occasionally, the Purchasing Office may advise you to submit the requisition before the contract is fully signed, due to certain time constraints, but otherwise, since we can't process the requisition until the contract is signed, it is usually best to wait until that signing process is completed, before the requisition is submitted.
- 2) When submitting the contract-related requisition, be sure to note the CWU-assigned contract number (typically found in the top-right corner of the first page of the signed contract) in the requisition comments. Or, include the contract itself as an attachment to the requisition. Either of these steps will help us to process the requisition into a PO much faster.

CONTRACTS

Submitting a contract intake form for a new contract or amendment? Make sure that after you go through all the steps of filling out the form, attaching the documents, and clicking “save”, that you don’t forget to hit the “submit” button as well! This may sound obvious, but it’s actually a fairly common step for folks to get tripped up on. Hitting “submit” as soon as the form is ready to be submitted is what starts it through the system’s approval process and gets the form on its way to the Contracts Office for our review. You don’t want to find out days or weeks down the road that the intake form you thought was cruising its way through approvals hasn’t even started down the road at all!

SURPLUS AND ASSET MANAGEMENT

In order for CWU to comply with the requirements of RCW 43.19.1917 and the State Administrative & Accounting Manual, CWU departments must perform physical inventory counts on a periodic basis. This process is in place to safeguard the State’s property. We are starting to contact University departments to complete their physical inventory audits. The new audits will be sent via Sharepoint with an Excel document listing your assigned assets, a tab for listing assets in your area that were not previously listed, and instructions regarding lost/stolen items. The final approval will utilize DocuSign to allow for easier tracking. If you have any questions, please email Tina Short (tina.short@cwu.edu).

Also, please remember that if you transfer a taggable item to another department, you’ll need to fill out an [Interdepartmental Transfer Form](#).

TRAVEL

Traveling, and need to know how to break down your meals for your first and last days of travel? Per diems for first and last day meals are based on the time you leave on the first day, and the time you return on the last day.

The meal periods designated by the University are as follows:

Breakfast (7 to 8am)

Lunch (12 to 1pm)

Dinner (6 to 7pm)

You must be in travel status for the full hour to receive per diem for that meal. To break down your per diem amount by meal, you can use either the [Meal Calculator](#), or the Meal Breakdown Chart found [here](#). To find your overall daily per diem rate, you can visit this [Per Diem Rates](#) website and locate the state and city you are traveling to. The current per diem rates for Washington State travel can also be found [here](#).