

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

July 2008

## Important Upcoming Dates

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July 11                      Year-end inventory counts due to Accounting Services  
July 21                      *Last day* to submit Closing Period adjustment vouchers to Accounting Services. If you cannot meet this deadline, call Diane Fuller at x-4002 ASAP.

## Invoices and Approval Letters

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Any remaining fiscal 2008 invoices and approval letters must be submitted to Accounts Payable immediately to be recorded in fiscal 2008.

Each fiscal year end, numerous invoices and approval letters are received by Accounts Payable after the deadline causing them to be recorded manually into the correct fiscal year and potentially causing inaccurate financial results. Please help us issue accurate financial reports.

## Save the Date

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Travel completed prior to July 1, 2008 must be reflected in the 2008 Fiscal Year, and paperwork should be submitted immediately for the expenses to be recorded in fiscal 2008.

If the following items were purchased on or before June 30, 2008, please submit the related pay document to the Travel Desk, MS 1420, immediately: airfare; registration; food/coffee/meals/light refreshment; and any expenses for travel which completed prior to July 1st. Reminder: please send original receipts. Questions: Debbi at x3341.

## The "J" Account Codes

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Good news! In response to popular demand and due to lack of benefit to Accounting Services, the "J" account codes are no longer active. Expenditures that were previously recorded with a "J" code will now be recorded with "E" account codes. Following are some examples:

### Chart 1:

Re-charges between Chart 1 funds (Publishing Services, Telecom, Facilities, Motor Pool, etc.)

Expense recorded to department receiving the service - "E" account codes  
Revenue recorded to department performing the service - "H" account codes

**Revenue received from students or other entities outside of Chart 1 is recorded to the "G" account codes**

### Between Chart 1 and Charts 2 or 3:

Chart 1 charges either Charts 2 or 3 (Publishing Services, Telecom, Facilities, Motor Pool, etc.)

Expense recorded to Chart receiving the service - "E" account codes in Chart 2 or 3  
Revenue recorded to department performing the service - "G" account codes in Chart 1

Please contact Diane at x4002 with questions.

## New Mileage Reimbursement Rate

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WWU has approved the IRS revised mileage reimbursement rate.

As of July 1, 2008, the mileage reimbursement rate for privately-owned automobiles is \$.585 per mile. The Privately Owned Motorcycle Mileage Rate remains at \$.305 per mile.

Please refer to State Administrative & Accounting Manual section 10.50.20 for rules regarding privately-owned motor vehicle use.

## Employee Cash Reimbursements

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The University has adopted a new procedure for providing cash reimbursement to employees. For many years employees have used "Petty Cash Vouchers" to obtain cash reimbursement of out-of-pocket University purchases in the amount of \$50 or under from the University Cashier. The new procedure entails using one of the forms already in place at the University - the Services/Reimbursement Form, which has been changed to include the option to obtain reimbursement in cash. We have also increased the cash reimbursement amount to \$75.

Please note that for reimbursement through a Foundation fund, the Services/Reimbursement Form must have Foundation Finance office approval in order to receive cash reimbursement.

The revised procedure - U5348.12A Reimbursing Employees will be available on the University policy website as soon as possible.

If you would like a copy of the procedure prior to posting on the web, please send a request to [Teresa.Mroczkiewicz@wwu.edu](mailto:Teresa.Mroczkiewicz@wwu.edu).

If you have any questions, please contact Rebecca Kellow x-4530, Sally McKechnie x-3127, or Teresa Mroczkiewicz x-2508.

## P-Card Review and Approval

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Please check your P-card transactions for the correct account codes. All transactions must have an account code other than E999 prior to the final download on July 11th. Any transactions remaining with E999 as the account code in Banner will be recorded to E111 via journal voucher.

## Destination Based Sales Tax

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**Effective July 01, 2008**-Washington retailers delivering goods to customers in Washington **must** start collecting sales tax based on where the customer **receives** the merchandise- the "destination" of the sale.

To receive updates and get more information, sign up at (DOR) Department of Revenue website.  
<http://www.destinationtax.dor.wa.gov>

If you have additional questions or concerns – please call Donna Foley at x-6815.

## Training Resources

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The following individuals are available to provide training in their areas of expertise:

Debbi Baughn, Travel Desk x-3341, provides regular campus training on travel regulations and how to handle your travel needs.

Diane Fuller, Fiscal Analyst 2 x-4002, is available to provide training in using Banner screens and running budget reports. Accounting Services also has a comprehensive manual of Banner reports and information that can be provided upon request.

Rebecca (Becky) Kellow, University Cashier Supervisor x-4530, is available for training in cashiering and cash receipting. She is in the process of creating a training program for the campus.

Vic Kiel in Human Resources at x-7418 also offers regular training classes in Banner navigation.