



## CAHNRS Business Center Announcement:

Due to the COVID-19 we are practicing social distancing. We have provided our hours of operation and contacts for each area.

During this time, we will limit in person interactions.

We are available via email, phone or other technology.

To submit a document, please email an electronic version (scan or photo).

## HOURS OF OPERATION

Monday-Friday, 8:00AM-5:00PM

## CONTACT VIA PHONE OR EMAIL

[purchasing.bc@wsu.edu](mailto:purchasing.bc@wsu.edu) 509-335-7635

[personnel.bc@wsu.edu](mailto:personnel.bc@wsu.edu) 509-335-8095

[travel.bc@wsu.edu](mailto:travel.bc@wsu.edu) 509-335-2826

[contracts.bc@wsu.edu](mailto:contracts.bc@wsu.edu) [inventory.bc@wsu.edu](mailto:inventory.bc@wsu.edu)

## WEBSITE

[business-center.cw.wsu.edu](http://business-center.cw.wsu.edu)

## PERSONNEL: I-9 Process Update

New CAHNRS employees who require I9's completed are requested to schedule an appointment via [personnel.bc@wsu.edu](mailto:personnel.bc@wsu.edu) or by calling 509-335-8095. The Business Center will meet the employee at Johnson Hall 202 at the scheduled time to complete the paperwork. An I9 is required before any new employee begins working at WSU, the Business Center will respond in a timely manner and schedule the appointment punctually.

## COVID - 19 and Events

Currently, because of the COVID – 19 virus all aspects of WSU and the State of Washington are being impacted. Governor Inslee has enacted a moratorium on events of any size and public gatherings until further notice. If you are planning an event and have a contract that needs to be processed please closely evaluate the safety, necessity, legality, and timing of the event. If you have a contract currently in place for an event that is in the near or far future and you are unsure of the cancellation process and would like to discuss your options please contact Jennifer Stephenson at [contracts.bc@wsu.edu](mailto:contracts.bc@wsu.edu) and she will help you or be able to connect you with the proper department for assistance.

# CONTRACTS

# TRAVEL UPDATES

In light of current circumstances, we wanted to outline what to do in the case your travel has been cancelled.

Once you have received confirmation on your trip being cancelled, please first move forward with cancelling all standing reservations. (Hotel, rental car, airline...etc.) Most entities are giving out full refunds at this time, or at least credits due to current circumstances. If you are unable to receive a full refund or credit, please reach out to the CAHNRS Business Center Travel staff and we can work with you to review potential options for reimbursement.

Also, in order for us to track cancelled trips and clear out any current Travel Authorities (TA's) we will need each traveler to do one of the following steps:

- If you received a TEV, please return this form to your designated group inbox\* with a note in the Travel Details section that your trip has been cancelled. Once we receive this TEV back, the Business Center will move forward with closing both the TEV and associated TA
- If you did not have a TEV for your future trip, but the trip did get cancelled; please send an email to [travel.bc@wsu.edu](mailto:travel.bc@wsu.edu) letting us know the trip has been cancelled. Please include trip dates and destination to help us locate the corresponding Travel Authority, so we may close this out.

*\*Designated group inboxes include = FS Clark Business Center, Johnson Business Center, and WSU Extension Travel. (Paper TEV's may be returned by email to [travel.bc@wsu.edu](mailto:travel.bc@wsu.edu))*

Lastly, it has been deemed by the university to put out an exception to current policy concerning non-refundable airline tickets. They have stated; "Washington State University has also decided to honor exceptions to this policy through the end of the semester to allow purchases of refundable airline tickets if deemed necessary by each department."

Please note that your department must be okay with the additional costs of purchasing refundable tickets, but it will be an allowable expense through the end of the semester.

If you have any further questions or concerns, please feel free to reach out to our office!

## Extension Property Inventory Update

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Adriana Rivera is the new Extension Property Inventory Coordinator, taking over the process for Lisa Bruce. Adriana is the office assistant for the CAHNRS Business Center. She's excited to serve this area and see how she can help move extension's property inventory forward.

She'll be working on getting caught up with surplus requests, inventory tags and inventory control reports. Currently, we're in the process of creating a page for extension property inventory on our CAHNRS BC website. An email will be sent out when completed.

Any questions can be sent using the new email for property inventory at [inventory.bc@wsu.edu](mailto:inventory.bc@wsu.edu)

### Shipping Item to Note:

While the Business Center is practicing social distancing, any packages delivered will be available to pick up in Johnson Hall 285.

# PURCHASING

## How to make a purchase via CBS:

We make your purchasing need as easy as possible, all you need to do is put your request into CBS and we will process your orders.

Remember, you need to have:

- Name of company you would like to place the order (URL and/or any contact information)
  - Please note it is very important to include the URL when using companies that have merged (Fisher, Thermo, etc.) to ensure we are ordering from the right vendor.
- Your Department name and budget
- Date Needed
  - This is the date you need the product not the date the order will be placed. The date is automatically set out 2 weeks from the day you place the request. If you change this date shipping will be expedited at your cost.
- Complete detailed description
- How many you would like to order
- In the notes section let us know any specific details you think we might need:
  - Where to ship (this is especially important if you are wanting something delivered to an extension office)
  - How you want it to be shipped (ground/no rush, Fed Ex/ 1 or 2 day)
  - Specific instructions for coding

\*Do not fill in the forms and send them to us, we will make up all the paperwork and send them to you if they need your signature. CBS auto fills the forms based on the information entered, in order to make sure that all policy and procedures are followed it is best to let us complete the form, please do not create or fill in forms yourself.

### REMINDER FOR RECEIPTS:

Please scan your receipts to us for P-Cards, as this helps us reconcile faster. Also, mail the original copies to CAHNRS Business Center if not already electronic. Ex: Don't send a print-out of an amazon.com receipt.

# CAHNRS

# BUSINESS CENTER