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9.01 SUBJECT: CENTRAL STORES ORDERING

RESPONSIBILITY

Employee/Administrative Assistant

1. The Central Stores catalog is available at: http://www.wsu.edu/~cstores/catalog/catalog.htm

2. Make sure a current Boise Cascade catalog is on hand. If necessary, place an order with the business office for current copies of that catalog.

3. Submit Central Stores Order Form or submit order for supplies in writing to business office or administrative assistant. Include name of person ordering, requisition number, room number for delivery, date, item number, description, quantity and unit.

4. Receive central stores packing slip and forward to business office. Check to see that all items were received and that the invoice is correct.

5. If it is necessary to return any part of the order, include a copy of packing list with returned items. Call Central Stores to pick up returned items in your area.

Business Office/Administrative Assistant

1. Process order through the University mainframe system SCBAIMS.

2. File the order request.

3. Assist other units with processing Central Stores orders.

4. Receive packing lists and file in project file.

9.02 SUBJECT: COMPUTER ASSISTANCE

RESPONSIBILITY

Employee

1. Submit request for computer service to systems analyst with complete description of request. Provide as much lead-time as possible.
2. If assistance is not immediately available when needed for an “emergency,” contact the information technology help desk (5-4357) for assistance.

**Systems Analyst**

1. Receive computer assistance request from athletic department staff and review.
2. Determine the expected service date.
3. Notify the requester with the expected service date.
4. Perform the request by the expected service date.
5. Maintain log of requests and dates completed.

**9.02a SUBJECT: OBTAINING YOUR NETWORK AND UNIX ACCOUNTS**

Your network account is comprised of a unique Network ID (NID) and a password. The Network ID is used for various computing resources at WSU such as the WSU InfoNet and dial-up network access from off campus locations. Additionally, it is a prerequisite to obtaining a Unix account.

Your Unix account is also comprised of a unique ID and a password. This account provides the primary e-mail handling functions at WSU.

**RESPONSIBILITY**

**Employee**

1. Submit a request for accounts to computer services.
2. Contact computer services when the completed forms have been returned from information technology.

**Systems Analyst**

1. Fill out [Network Services Account Request Form](#) per employee’s request.
2. Obtain employee's signature.
3. Submit forms to information technology.

**9.03 SUBJECT: FACILITIES PROJECT REQUEST**

**RESPONSIBILITY**

**Employee**
1. Submit Facilities Project Request Form to Senior Associate Athletic Director with complete information and description.

**Sr. Associate Athletic Director**

1. Receive Facilities Project Request Form, review, and approve or deny request with rationale.
   a. When it’s necessary, request an estimate.
   b. Receive estimate and approve or deny project.

**Administrative Assistant to the Sr. Associate Athletic Director**

1. Receive signed Facility Request Form from Senior Associate Athletic Director.
2. Provide a copy of signed form to requester and Director of Events and Facilities Operations.
3. If a request for estimate has been made by Senior Associate Athletic Director:
   a. Send a memo requesting an estimate to facilities operations.
   b. Receive estimate and forward to Senior Associate Athletic Director for approval/denial.
   c. If approved, prepare and send IRI to WSU Facilities Operations.
4. Maintain logs on all project requests.
   a. Project request log for departmental projects.
   b. WSU Facilities Operations log.
   c. IRI Log for projects completed without estimate by WSU Facilities Operations.

**Director of Events and Facilities Operations**

1. Receive signed copy of Facilities Project Request Form.
2. Provide additional information about project if requested by Senior Associate Athletic Director or employee.

3. Schedule approved projects for completion.

9.04 SUBJECT: KEYS

The office of the Senior Associate Athletic Director must authorize all key requests prior to keys being issued. There is a $10.00 fine for each lost key which must be paid by cash or personal check before a new key will be issued.

RESPONSIBILITY

Key Coordinator

1. Authorize all key requests. Consult Senior Associate Athletic Director for approval when necessary.

2. Receive Key Request Form from employee. Complete Key Assignment Record, have employee sign it, and issue the appropriate keys. Make a copy of the key card for employee, if requested.

3. At end of school year, request supervisors to notify employees leaving and all student employees to return their keys to Key Coordinator. Keys will be re-issued to student employees at the start of the fall semester.

4. Collect $10.00 from employee for each lost key and deposit in departmental account. Department budgets or excellence accounts cannot be assessed this fee.

5. Receive re-keying requests. Consult Senior Associate Athletic Director for approval.

6. Maintain record of all keys ordered during the year.


Sr. Associate Athletic Director

1. Authorize key requests made by key coordinator or employee.

2. Authorize all re-keying requests.
3. Monitor key policies and procedures.

**Employee**

1. Complete [Key Request Form](#) and submit to key coordinator 24 hours in advance of pickup.

2. Sign Key Request Form and keep a copy for your records.

3. Verify issued keys with key coordinator periodically.

4. Notify key coordinator of the names of student interns/managers authorized for key check out. Complete Key Request Form and submit to key coordinator. Have student interns/managers pick up keys and sign [Key Assignment Record](#). Remind them to return their keys to key coordinator at end of year/season.

5. Contact key coordinator to check out a key on a temporary basis.

6. **Contact Senior Associate Athletic Director** for authorization for re-keying.

   a. All costs for re-keying because of lost keys will be charged to the sport/area budget.

7. Pay ten dollar ($10) fine by cash or check for each key lost before requesting a replacement.

8. Return all department keys to the key coordinator upon terminating WSU Athletics employment.

**9.05 SUBJECT: MAILING - EXPRESS MAILING**

**RESPONSIBILITY**

**Employee**

1. Complete [Federal Express Airbill online](#) or manual forms may be available in the mailroom, Bohler B48, mailroom or the media information office workroom.

2. Use account number: 1155-4770-4 if it is to be paid by department funds.
4. Clearly identify sender so billing may be processed appropriately.

5. Keep white senders copy of Airbill for your records.

6. Take express mail to the mailroom, Bohler B48, for daily pickup at 2:00 p.m.

**Business Office**

1. Receive Federal Express bill.

2. Process payment from appropriate budget or investigate any unusual charges.

**9.05a SUBJECT: MAILING - LATE MAIL PICKUP**

Late mail pickup is at 2:15 p.m. The late mail pickup is for emergency first class and interdepartmental mail only.

Any department with mail that must go out the same evening must use the white envelopes marked **emergency mail**. These are available upon request from mailing services, 335-1101. Please hold all mail that is not **top priority** for the next morning mail pickup.

For mail information check the mailing services section of the University Policies and Procedures Manual ([BPPM 80.20](#)).

**9.05b SUBJECT: MAILING - STANDARD PROCEDURES**

**RESPONSIBILITY**

**Employee**

1. Submit your [request for Bar Code Stickers](#) online or through the business office.

2. Place a bar code sticker in the upper left hand corner of **single pieces of 1st class mail**. All mail will go 1st class unless clearly marked otherwise.

3. Separate **bulk mail** as domestic, foreign (including Canada), and Pullman. Place a bar code sticker on the 1st envelope of each bundle. Make sure bundles are securely banded. **Do not seal** the envelopes.

4. Drop off mail in the mailroom, Bohler B48, for pick up.
5. Attach a Request for Mailing Form for special services such as certified letters, insured items, oversized, etc. (other than 1st class mailings). Pick up request form from business office.

6. Inform mailing services of any large mailings in advance.

7. All foreign mail going airmail must be marked airmail.

**Business Office**

1. Order bar code stickers through the Mailing Services website for each individual sport/area budget when requested.

**9.06 SUBJECT: REQUEST FOR SHIPMENT OF MERCHANDISE**

Receiving and delivery processes shipments for all university departments. When shipping merchandise off campus for any reason, complete a Request for Shipment of Merchandise. The form is available in the business office.

The Request for Shipment of Merchandise Form provides a record of the transaction and gives receiving and delivery authorization to ship and to ask the vendor for permission to return merchandise. The form also aids in placing tracers and filing claims for damage or loss. Contact receiving and delivery with any questions at 335-5575.

**RESPONSIBILITY**

**Employee**

1. If merchandise must be shipped, pick up a Request for Shipment of Merchandise Form from the business office.

2. Package items to be returned and attach the completed Request for Shipment of Merchandise Form.

3. Contact the vendor concerning the damages, shortages, incorrect merchandise, duplicate shipments, etc. related to items being returned. Arrange to ship the items back to the vendor.

4. Contact receiving and delivery to pickup merchandise to be returned.

5. Attach the completed Request for Shipment of Merchandise Form to merchandise being returned.
Reference the purchase order number or emergency number on the form.

**Business Office or Director of Equipment Operations**

1. Must sign and verify information on all Request for Shipment of Merchandise requests before receiving and delivery will pickup. Forms are available through Central Stores

**9.07 SUBJECT: OFFICE EQUIPMENT**

Office equipment for general department use is available as follows. Individual areas may also have equipment for their exclusive use.

**COPIERS**

1. Bohler 120
2. Bohler Addition 195

*Recycling bins located near each copier.

**FAX**

1. Business Office - 335-0328
2. Media Information Office - 335-0267
3. Ticket Office - 335-8585
4. Academics and Compliance – 335-0208
5. Marketing and Promotions – 335-0299
6. Track and Field – 335-0344
7. Football – 335-4214
8. Athletic Director – 335-4501
9. Athletic Medicine – 335-4729
10. Faculty Athletics Representative – 335-4327
11. Athletic Foundation – 335-0339

**Miscellaneous**
1. Located in Bohler Addition 195
   - Binder

2. Located in B48 (Mailroom)
   - Paper cutter
   - Laminator
   - Paper cutter
   - Folder

9.07a SUBJECT: TEMPORARY EQUIPMENT USE

Some equipment is available for temporary use through the supervisor of maintenance and facilities such as tables, chairs, etc.

RESPONSIBILITY

Requester

1. Contact the Director of Event and Facilities Operations to request use of athletic department equipment.

2. When approved, complete Temporary Equipment Checkout Form and return to Director of Event and Facilities Operations

3. Pick up and return equipment as agreed upon. Equipment must be signed in - do not leave at door.

Director of Event and Facilities Operations

1. Receive request for use of athletic department equipment.

2. Obtain approval from Senior Associate Athletic Director when necessary.

3. Receive Temporary Equipment Checkout Form from requester and complete.

4. Check out/in equipment, checking for damage. If damaged, contact Senior Associate Athletic Director for approval to bill user.

5. Maintain record on equipment usage.

9.08 SUBJECT: PRINTING PROJECTS
RESPONSIBILITY

Employee

1. All printing projects must be completed at the on-campus Publications and Printing shop.
   a. Submit IRI to business office for signature.

2. To take a project off-campus, request that business office contact Publications and Printing for approval.
   a. If approved, submit IRI to business office for signature.

3. Take completed IRI and project to Publications and Printing for completion.

Business Office

1. Obtain approval from Publications and Printing if required. Receive IRI from employee and sign.

2. Request that Publications and Printing obtain request for pricing from Kinko’s or other designated outside vendor.

9.09 SUBJECT: PROPERTY INVENTORY

Purchase equipment in compliance with WSU General Purchasing Policies and Procedures (BPPM 70.01).

An item is added to the University's inventory record if it meets the criteria for capital equipment including cost is greater than $5,000, life expectancy is more than one year and item is not consumable. Note: All firearms and laptop computers are inventoried regardless of cost.

The business office will manage the overall inventory and purchase process, however some specific equipment items will be coordinated, in conjunction with the business office, as follows:

   Computers and Software – Computer Services (Purchases, Trade-Ins, Disposals)
   Cameras and Video Equipment – Sports Video (Purchases, Trade-Ins, Disposals)
   Sport Equipment at Practice/Competition Venues – Maintenance (Trade-Ins, Disposals)

In addition, each head coach/area administrator will be the primary contact for property inventory for their sport/unit or designate an individual to be that contact.

Business Office
1. Accountable and responsible for all equipment acquired by the department, however each equipment specific property contact will be responsible for their designated type of equipment and/or each unit’s designated property contact will be responsible for their respective area.

2. Distribute and monitor numbered inventory identification tags and inventory cards received from the Controller’s Office to the designated property contact(s). **Note:** Two cards are received from the Controller’s Office. One card will be distributed. The other card will be retained by business office who will complete the card with information received from property contact. Cards will be retained by business office while Athletics is in possession of property plus two years following disposal/sale.

3. Collect completed inventory cards from designated property contact(s) and return one card to Property Inventory at Controller’s Office within ten (10) days of when card was originally received. Retain other card in business office property inventory records.

4. Review annual Property Inventory Report(s) from the Controller’s Office and coordinate with designated property contacts to complete physical inventories as required.

5. Verify that property inventory system is correctly updated.

6. Maintain and retain department inventory records as required by the State of Washington and University including, but not limited to, Surplus Property Reports, Inventory Control Reports, inventory cards and physical inventory records. All reports must be appropriately signed and dated.

**Equipment Specific Property Contact**

1. Oversees purchases, inventory and/or disposal of specific equipment items for the department. All activity will be coordinated through the business office. Each unit’s designated property contact will assist with the process.

2. Place numbered inventory identification tags on equipment. **Note:** Placing tags in a similar place (i.e. next to manufacturer’s name plate) each time will make the physical inventory process much easier.
3. Complete inventory card including location of equipment, manufacturer, serial number and model number and return card to the business office. **Note:** Equipment should be ‘tagged’ and card returned within seven (7) days of when card was originally received.

4. Work with business office to complete physical inventories as required.

**Sport/Unit Designated Property Contact**

1. Responsible for monitoring inventoried equipment assigned to, purchased by, transferred to or otherwise in the possession of sport/unit. This includes coordinating with business office in the appropriate processes related to sale, disposal or transfer of equipment.

2. Place numbered inventory identification tags on equipment. **Note:** Placing tags in a similar place (i.e. next to manufacturer’s name plate) each time will make the physical inventory process much easier.

3. Complete inventory card including location of equipment, manufacturer, serial number and model number and return card to the business office. **Note:** Equipment should be ‘tagged’ and card returned within seven (7) days of when card was originally received.

4. Work with business office to complete physical inventories as required.

**9.09a SUBJECT: PROPERTY INVENTORY – SALE OR DISPOSAL OF EQUIPMENT**

**RESPONSIBILITY**

**Equipment Specific Property Contact,**

**Sport/Unit Designated Property Contact**

1. **Do not remove State of Washington ID stickers.**

2. **Do not sell, destroy, or give away WSU property without pre-authorization from the business office.**

3. To transfer property to surplus stores to sell on consignment or otherwise dispose of use the [Surplus Property Report Form](#) (see [WSU BPPM 20.76](#)).
4. To transfer or sell property to another WSU department use 1033 Inventory Control Report Form (see WSU BPPM 20.50).

5. Submit completed Surplus Property Reports and Inventory Control Reports to the business office for approval.

6. Upon approval, work with business office to make arrangements to pickup and/or deliver equipment.

**Business Office**

1. Assist with arrangements, as needed, to pickup and/or deliver property.

2. As appropriate, sign and forward Surplus Property Reports to Material Resource Services and 1033 Inventory Control Reports to the property inventory office. **Note:** Surplus Property Report must be signed by representative from Surplus Stores at the time the property is transferred. Retain one signed copy for department inventory records.

3. Verify that property inventory system is correctly updated.

**9.09b SUBJECT: PROPERTY INVENTORY – TRADE INS**

**RESPONSIBILITY**

**Equipment Specific Property Contact,**
**Sport/Unit Designated Property Contact or**
**Other Athletic Department Staff**

1. **Do not trade in WSU property without prior approval from the business office.** *(See WSU BPPM 70.12).*

2. If trade in is approved, the equipment specific or unit designated property contact should remove WSU property inventory tag prior to transferring equipment to the new owner.

**Business Office**

1. Complete a **Surplus Property Report Form** indicating the trade in information along with a department requisition.
for the related purchase and forward to Surplus Stores for approval. **Note:** A preliminary conversation with Surplus Stores may facilitate this process.

2. If approved, Surplus Stores initials department requisition and returns to business office that in turn routes to Purchasing.

3. If the item is on departmental inventory, remove item from that inventory system. **Note:** If the item is on the University inventory system, Surplus Stores will forward the information to Property Inventory for removal.

4. Verify that property inventory system is correctly updated.

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9.09c **SUBJECT: PROPERTY INVENTORY - MISSING/STOLEN ITEMS**

**RESPONSIBILITY**

Equipment Specific Property Contact,  
Sport/Unit Designated Property Contact or  
Other Athletic Department Staff

1. **Immediately** report the missing items to the business office.

**Business Office**

1. **Immediately** report the loss by telephone to the local police department. **Note:** Immediately report the loss of laptop or desktop computer equipment containing University confidential or personally-identifiable information to the Information Technology Services (ITS) Network Operations Center.

2. Complete [1033 Inventory Control Report Form](#) and forward to the WSU Property Inventory Desk with a copy to the WSU Office of Internal Audit and, if the loss was on the Pullman Campus, a copy to the WSU Police Department.

3. Verify that property inventory system is correctly updated.
9.10 SUBJECT: RECYCLING PAPER PRODUCTS

WSU Athletics participates in the University recycling program. WSU recycling receptacles/boxes are located in each main office or work area. Contact University Recycling at 335-4630 to have recycling picked up.

University Recycling collects the following categories of paper:

- **White**
  - Typing
  - Copy
  - Printout

- **Colored**
  - Pastels
  - White (printed on both sides)
  - Pamphlets
  - Flyers

- **Mixed Waste**
  - Notebook paper no binders
  - Astro Brites
  - Construction paper
  - Dark colors
  - Envelopes
  - Folders
  - Magazines & Catalogs
  - Text Books
  - Phone Books
  - Brown paper sacks

- **Newspaper**

- **Computer Paper**

- **Cardboard (broken down flat)**
  - No Pasteboard
  - No Posterboard
  - No Egg Cartons
  - No Coated Containers

*Paper clips, rubber bands, and post-it-notes must be removed from all recyclable materials.

9.11 SUBJECT: SCHEDULING MEETING ROOMS

<table>
<thead>
<tr>
<th><strong>Meeting Area</strong></th>
<th><strong>Contact</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bohler</td>
<td><a href="mailto:elained@wsu.edu">elained@wsu.edu</a></td>
</tr>
<tr>
<td>M26, M39, M80, 132, 184,186, 235, 280</td>
<td>(5-0203)</td>
</tr>
<tr>
<td>Lewis Alumni Center</td>
<td>Alumni Center</td>
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<tr>
<td></td>
<td>(5-2586)</td>
</tr>
<tr>
<td>Physical Education Building</td>
<td>College of Education</td>
</tr>
<tr>
<td>Conference/Lecture Rooms</td>
<td>(5-4049)</td>
</tr>
<tr>
<td>Smith Gym</td>
<td>College of Education</td>
</tr>
<tr>
<td>Conference/Lecture Rooms</td>
<td>(5-4049)</td>
</tr>
</tbody>
</table>
9.12 SUBJECT: STORAGE AND DISPOSITION OF RECORDS AND FILES
(UPDATE IN PROCESS)

RESPONSIBILITY

Business Office

1. Annually, request supervisors to archive appropriate files.
2. Update and maintain a records inventory.
3. Monitor disposal of appropriate files and records by termination date.
4. Coordinate with Facilities for the moving of archive boxes from office areas to storage.

FACILITIES

Move archive boxes from office areas and place in storage.

Area/Sport Administrative Assistant

1. Identify documents to be archived and those items currently archived that need to be destroyed. Note each document's termination dates.
2. Dispose all files according to termination date on the records inventory.
3. Store in archive boxes. Label contents and department name with date to be destroyed clearly marked on the box. Place labels on two (2) sides of each box: one on the short side and one on the long side.
9.13 SUBJECT: TELEPHONES

The university telephone system is to be used only for business related calls. Per University policy (BPPM 80.41), “Individuals may **not** use University-paid long-distance telephone services for personal telephone calls, **even if the cost of the calls is later reimbursed.**”

While traveling on University business, reasonable charges for brief, family-related telephone calls are allowable. For all other personal calls you should use alternative dialing methods such as your personal telephone credit card.

RESPONSIBILITY

Employee

1. Request from the business office:
   a. 9-digit authorization code for long distance business calls made at the office;
   b. Long distance calling card for long distance business calls made outside the office from the business office.

2. Dialing Procedures:
   a. Long Distance calls from the WSU campus (335) unrestricted phones: Dial 9 + 1 + area code and 7-digit number then authorization code.
   b. (800) toll free calls: Dial 9 + 1 + 800 + 7-digit number.
   c. For long distance calls from off campus, follow the instructions on the back of the calling card.

3. Review in a timely manner monthly list of calls made.
   a. Notify business office of unidentified or unusual calls.

Business Office

1. Assign all authorized athletic personnel a 9-digit authorization code number and check out long distance calling card.
a. Inform new employees of department telephone policy.

2. Distribute monthly telephone statements to employees.

3. Follow-up when unidentified or unusual calls are discovered.

4. Contact Information Technology to arrange new employee phones, to report telephone troubles, and to request authorization and credit card numbers.

9.14 SUBJECT: VISITOR PARKING PERMITS

A visitor permit is to be requested only for a person who has no direct relationship with the University and who only visits the campus on an occasional basis. **They are not for use by staff or students.** Illegal use of a visitor permit by staff and students could result in a $50 fine. Visitors may also purchase a one-day permit at parking services.

RESPONSIBILITY

Sport/Area Administrative Assistant

1. Generate IRI, forward to business office for approval.

2. Purchase visitor permits from parking services on area/sport budget with approved IRI.

3. Complete and distribute permits to employees to give to their visitor.

Employee

1. Request visitor permit from your sport/area administrative assistant.

2. Give visitor permit to visitor to display in vehicle and inform them of an appropriate parking location.

Business Office

1. Review requests for visitor permits. Approve or seek approval as appropriate.