• Introduction – Lauralea Edwards

• Update on State of Washington mandatory training – Patty Gropp
  o Contract Managers are individuals responsible for coding invoices and making sure the bills get paid. They need to take the contract manager State of Washington training modules.
  o Project Managers on contracts are the subject-matter experts who work with the contractor in developing the scope of work. This individual does not need to take the State of Washington training.
  o All new employees who will have financial or contract responsibilities will need to complete the relevant state of Washington training. If you have new employees.
  o Materials can be found at http://purchasing.wsu.edu/DES-training.html

• Finance & Administration Restructure – Lauralea Edwards
  o Purchasing is no longer reporting to the Controller’s Office. As part of a larger reorganization, Purchasing now reports directly to the Associate VP for Finance and Administration, Matt Skinner.
  o Lauralea Edwards has been reassigned to the Controller’s Office but will continue to support Purchasing with data analytics and will continue to run the Purchasing Advisory Council (PAC).
  o Interest was expressed in expanding the PAC to include issues related to the Controller’s area. Half of the group felt that it should be a different Advisory Council. Half of the attendees felt that the same individuals who are interested in the PAC would be interested in a Controller’s Advisory Council.
  o The Controller’s Office will take this input under consideration and decide how to proceed.

• Building Requirements for a new Financial System
  o At the next PAC meeting, Purchasing will be asking participants to provide input on what needs they have for a new financial system.
  o Over the summer, Finance & Administration will be visiting with areas and departments to identify requirements for a new financial system as well. More information will be forthcoming.

• E-Requisition/Contract Management System (Cobblestone) – Lauralea Edwards
  o Development site has been set up and Ms. Edwards provided a brief demo of the development site.
  o Testing will be commencing in the next few weeks.
  o System is intended to replace the entire requisitioning process (i.e. anything that is processed by Purchasing, Contracts Office, International Programs, and Real Estate).