Introduction – Lauralea Edwards

CORETECH: CORETECH has been working with WSU Purchasing and Apple to direct all institutional purchases of Apple products to the WSU run Apple Authorized Campus Store, CORETECH. Here are some details about how the program works:

- The money is kept within the institution and supports Students Book Corporation dividends given to WSU and WSU students.
- Educational discount
  - This is the same price as working directly with Apple.
- WSU run store
  - Training and supporting WSU student workers.
- Payment options
  - Departments can pay with P-Card or IRI. Whatever is easier for the department.
- Service
  - CORETECH is also a campus Apple Authorized Service Provider and we have Apple certified staff.
- Inventory on hand
  - We keep all stock models on hand for quick and easy pickup.
  - Larger quantities and custom configurations can be ordered as needed.
- Purchases over $10,000 can be made at CORETECH and do not need to go through purchasing. This includes orders with quantity over 10 also.

PCard Update (jeff.senkevich@wsu.edu)

1. Access code 1 = the last 4 digits of your WSU ID#
2. Access code 2 = the first 3 letters of your last name along with the number 1 on the end.
   Example – “Jane Doe-Smith”, Access Code 2 = “doe1”
   - Your last name as it is printed on your physical Pcard will be used to generate this code. Ensure that it is listed correctly on the Pcard.
   - If you have more than one name for your last name, or it is hyphenated – the name that comes first will be used for the code.
   - If you have your last name changed on your Pcard with the WSU Admin team – we will update your Access Code 2 to the new last name for you.
   - If your last name is less than 3 characters long, additional digits in numerical sequence (i.e. 1, 2, 3) will be added to the end. Example – “Mike He”, Access Code 2 = “He12”
3. Date of Birth = your actual Date of Birth in MM/DD/YYYY format

Delay on Credit Amounts in PaymentNet: available credits in PaymentNet are on a 24 hour delay.

- Chip Cards: Everyone should have picked up their new chip cards by now. For more details on the new cards see: https://acctspay.wsu.edu/EMVPcards.html
- Changes in how international transaction fees are handled: International fees will be marked as a separate transaction called “INTERNATIONAL TRANSACTION”. For reconciliation purposes you will need to figure out which original transaction the fee should be connected to.

- Taxing Late Travel Reimbursements (aly.kincaid@wsu.edu): beginning in 2018, departments who do not submit their travel reimbursements or receipt affidavit’s within 60 days will be taxed. This is a state policy that WSU has not been enforcing.

- Travel Advance Clearings (aly.kincaid@wsu.edu): beginning in 2018, travel advances not cleared within 120 days from issue will be taxed so that WSU can be compliant with state law.

- AP Website (jhjohnson@wsu.edu): Jessica provided an overview of the new AP website (https://acctspay.wsu.edu/)

- E-Payables (jhjohnson@wsu.edu): Beginning in 2018, AP will be introducing a new method of payment. This payment method will function like a ghost card that is given to the vendor to receive payment. This should not have any impact on departments but if you get questions, please refer them to AP.

- Adobe (Kerry_johnson@wsu.edu): If you or your department needs any Adobe Creative Cloud products, please let Purchasing know. Also, if you have been participating in the first 2 years of the Creative Cloud contract, please be on the lookout for the new pricing and be prepared to update the budgets you want charged.