News involving all areas of UW-Extension Business Services:

**Business Services**

**Accounting Services**

**Cashier Services**

Department email: uwexcashier@uwex.edu

**Grants (Extramural Support)**

Award Ending Soon?

Since 10/17/12, two automated e-mail notices have and will be sent to Project Directors and department / division contacts when a sponsored project is near its end date: (1) the first e-mail will be exactly 60 days from its award end date, and (2) the second e-mail will be exactly 14 days from its award end date. These e-mail reminders will be helpful in either beginning the award closeout process or as a reminder to request a No Cost Extension.

Asking for a No-Cost Extension (NCE) from your Sponsor?

In most cases, sponsors require that a request for an NCE should be submitted BEFORE the award end date (up to 30 days beforehand). Please see the Business Services policy webpage for an example of the required information in an NCE and the steps for submitting the request to the sponsor. All NCEs should be routed to the Division office and then to OES for review and approval.

Need to Update WISPER Contacts in Your Department or Division?

The WISPER contacts determine who receives award action notices (such as when a new award is setup, a no-cost extension is approved, additional funds are added, etc.). In addition, the WISPER contacts determine who in the department and division will be cc’ed on the automated e-mail notices to Project Directors when their sponsored projects are 60 days and 14 days away from the end date. Thus, please make sure that the contacts for your department and division are correct. Division staff have the ability to make changes directly in WISPER, so please let your Division staff know of any updates. Division staff can find directions on how to do the updates on the WISPER webpage.

Checking Award Actions or Cost Share in WISDM?

To see all award documents and invoices to the sponsor, go to the ‘Associated Docs’ tab in the project number’s WISDM record. To see funding actions such as a Project Number in Advance, additional funds added, or a No-Cost Extension, go to the ‘Funding Actions’ tab. To see what cost share has been documented, go to the ‘Cost Share Expenditures’ tab. To see which personnel are cost shared, go to the ‘Cost Share Schedule’ tab.
New Post-Award Assignments at OES

As of 11/1/12, the two OES accountants’ assignments were modified. All affected units have previously been notified via e-mail, and the changes have been made on the ‘About Grants & Contracts’ website on 11/1/12. The changes can be summarized as the following: all sponsored projects (federal and non-federal) for WGNHS, CEOEL, and ANRE will be managed by Angela Machovec. Eric Steberl will continue to manage all other federal sponsored projects except Dept of Defense, U.S. Geological Survey, and Environmental Protection Agency.

OES Office Closure / Limited Staffing

OES will be closed on Friday, 11/23/12 (Friday after Thanksgiving) as no staff will be in the office. During the December holidays, OES will have limited staffing between 12/26/12 – 12/28/12. Please plan accordingly and submit any urgent matters before these dates.

Purchasing Services

Contract Updates:

All Contracts for UW Madison, UW System and DOA can be viewed through this gateway.

Flooring Including Commercial Carpet, Resilient Coverings (Virgin and Recycled) and Related Services 11-36020-900


Open Plan Systems and Private Office Furniture 15-42594-900

http://vendornet.state.wi.us/vendornet/asp/ContractDetail.asp?SystemContractNumber=2452

Printing:

State rules regarding purchases of printing services from external (private) vendors are very restrictive. State Mandatory Printing Contracts or UW Printing Service Centers must be used for printing services. A Purchase Order is required for all printing over $50.00.

Business cards & letterhead must be purchased off the State Mandatory Print Contracts or UW Printing Services. Departments are not allowed to order from non-contract vendors.

Purchasing Card

See the Purchasing Card web site for forms, calendars, and manuals.

The Purchasing Card Review is complete for Fiscal Year 12. As a reminder:

THE BUSINESS PURPOSE FOR EACH TRANSACTION IS REQUIRED.

Business Purpose must be included with the log form for each transaction.
All first quarter FY13 material is due in the Business Services. Please get your required logs in ASAP.

**Training Workshop:**

Thank you for attending the Purchasing Workshop. The training materials can be found on our website [Purchasing Training](#).

**Wireless Services:**

The [Cell Phone/Wireless Service](#) Web site link.

The Annual Wireless Services review was due September 28th. If you have not gotten your forms in please submit ASAP so this review can be finalized. Thank you for your cooperation.

Broken wireless equipment: Please contact the Service Provider of your device. The Customer Representative will direct you on your next steps. If you have further questions please email Jean Storandt [jean.storandt@uwex.edu](mailto:jean.storandt@uwex.edu)

**Purchasing Reminders**

Requisitions are required for purchases over $5,000 and require a competitive bid process. The requisitions must include a Contract Number, Simplified Bid documentation or a Sole Source Waiver Form. If your requisition is incomplete there is a delay in the processing.

Office supplies must be ordered from Staples direct or through MDS. You only are allowed to go to another vendor if it’s an emergency and you can’t wait until the next day for your order. Justification must be provided on your Purchasing Card Log.

**Travel**

A "Give Feedback" page has been added to the new [UW System-wide Travel Services site](#). You can navigate to the page by selecting the "Give Feedback" tab at the top of the home page. The purpose of the page is to encourage continual input from our customers, those involved in travel or travel related processes, regarding the on-going development of the University’s new travel program initiatives, including policies, contracts, and rates, and the [UW System-wide Travel Services](#) site, which when complete, will be the sole resource for University travel information.