



**Happy Summer!**

### It has arrived!

Summer is here! It arrived on June 20<sup>th</sup>!

As we approach the conclusion of another academic year, we would like to thank all of you for making the Jackson School a fun and unique place to be.

This edition will touch on looking forward. This time of year conversations usually gravitate towards renewing plans, revisiting direction and exploring new opportunities.

We hope you consider the Business Office a partner in the planning process. We can help you avoid common pitfalls, maintain compliance and process payments in a timely manner.

With summer's long sunny days and warm weather, we hope you are able to find time to enjoy the things in life and spend time with family, friends and pets!

We hope you like this installment. Remember to let us know what you think!

### BUSINESS OFFICE MEETINGS NOTES

Each week the JSIS Business Office meets to discuss current topics and events that happened over the prior week. We also talk about upcoming events that may come our way and determine how best we can help.

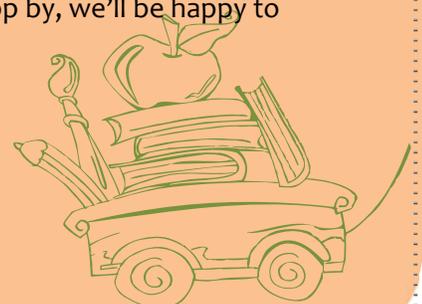
Below are a few topics that were suggested to include in this month's newsletter:

**Workday!** – by now you should have heard of Workday. You should have taken a few moments to review the web page and their tutorial. We also want to share this very important link: <https://isc.uw.edu/> **Integrated Service Center.** please use this as a source for your questions and guidance.

**Travel** – a thank you to those who try to conserve paper. Despite the best intentions, we use one sided copies because we need to scan your documents and upload them into ARIBA. Therefore, we ask you provide one-sided copies to help us reduce our time having to make those copies ourselves.

**Grant Submissions** – Timing is everything. Were there opportunities from funding sources this year that you thought would be great? Do your faculty or does your program have an exciting new project or initiative in the works that could use a boost? Have you talked to Sarah, our wonderful Grants Manager, about your plans? Summer is a great time to reach out to her and lay the foundation for a busy fundraising year ahead.

If you have any questions regarding vendors, please feel free to stop by, we'll be happy to help!



## WHO DO I CONTACT?

Have a question and wonder who you should contact? That's Ok, here is a list of who works with what topic:

**Dvorah** – Approvals, budgets and all things in charge. [dvorah@uw.edu](mailto:dvorah@uw.edu)

**Sarah** – Grants Manager. [guthu@uw.edu](mailto:guthu@uw.edu)

**Kaitlyn** – Payroll, receivables. [xql@uw.edu](mailto:xql@uw.edu)

**Jim** – Reimbursements, invoices, CTA, ProCard. [jamesa25@uw.edu](mailto:jamesa25@uw.edu)

**Diane** – Travel. [dscillo@uw.edu](mailto:dscillo@uw.edu) [her schedule is posted in 400]

## WHAT FORM DO I USE?

There are times when we need to pay a vendor, send an express mail item or times when we need to request time off for ourselves. Here are some brief descriptions about some of our forms:

**JSIS-2-1:** is used for reversing tax charges.

**JSIS-11-4:** is used for mailing items via express mail.

**JSIS-13-2:** is used for ProCard documentation.

**JSIS-82:** is used for Perjury Statements.

**JSIS-99:** is used for Foreign National Payment Data Sheet. Please remember to record visits to the US within the past year. (part 1: section 13, 14 & 15)

Friendly reminder - we invite you to bring any of your fiscal questions to our weekly fiscal meetings which are held Wednesdays 11:00-12:00 in room 403.



## Happy Endings

Here are some thoughts for the day:

Do Lipton employees take coffee breaks?

Have you ever imagined a world with no hypothetical situations?

Did you know?

The sentence “the quick brown fox jumps over the lazy dog” uses every letter in the English alphabet?

$111,111,111 \times 111,111,111 = 12,345,678,987,654,321$ .

Hope you enjoy!

From all us of us here at the Jackson School Business Office; Have a wonderful day!  
Dvorah, Sarah, Kaitlyn, Jim, Diane

Finally, have a topic or question you'd like us to include in an upcoming newsletter? Please send it to Jim at [jamesa25@uw.edu](mailto:jamesa25@uw.edu)

