

HPRC Procedures Manual

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You can find an electronic copy of this manual in Alder\hprc common\HPRC Admin Main\Procedures.

Table of Contents

Office Procedures	4
Business Cards.....	4
Emergency Procedures.....	4
Equipment Reservation.....	4
FedEx.....	5
Mail.....	5
Office and Building Maintenance.....	5
Oracle Calendar.....	5
Ordering Supplies.....	6
Parking.....	6
Photocopying.....	6
Black and White Copies.....	6
When to Use the Office Photocopier: Fewer than 750 Copies.....	6
Color Copies.....	6
Requests for Administrative Support.....	7
Shared Drives.....	7
Telephone Calls and Faxing.....	7
Conference Calls.....	7
Faxing.....	8
Long-Distance Calling.....	8
UWATS Codes.....	8
Computers and Electronics	9
Computers.....	9
Ordering and Installing Software.....	9
Troubleshooting Computer Problems.....	9
Troubleshooting Oracle Calendar.....	9
Telephones.....	9
Copier and Printer Repair.....	9
Meeting and Conference Planning	10
Catering.....	10
Food Approval Form.....	10
For food orders exceeding \$1,000.....	10
Meeting Materials and Room Set-Up.....	10
Reserving Equipment.....	10
Reserving Rooms.....	11
Travel Procedures	12
Local Travel.....	12
Local Mileage and Parking.....	12
Out-of-State Travel.....	13
Approval Required for Out-of-State Travel.....	13
Lodging.....	13
Meals.....	13
Personal Travel/Time During a Business Trip.....	13
Transportation: Air Travel.....	13
Transportation: Rail, Car Rental.....	14
Travel Reimbursement.....	14
Reimbursement for Cancellation Fees.....	14
Out-of-Town Guests.....	14
Out-of-Town Guests: Lodging.....	14
Out-of-Town Guests: Travel Expenditures.....	15
Petty Cash	16

Petty Cash Advance Request	16
Research Subjects: Receipt Form for Cash Received by Human Subjects	16
Petty Cash Reimbursement Request	16
Allowable Expenses	16
Purchasing Food: A Special Case	17
Time Reporting and Leave Requests.....	18
Annual Leave Request	18
Other Leave Requests	18
Time Reporting	18
HPRC Contacts and Databases.....	19
Contacts: Mailing List	19
Contacts: Phone List.....	19
Databases: EndNote	19
Databases: PRC Information System (PRC IS)	19
Organizational Chart.....	19
Budget Oversight	20
Budget Setup.....	20
New Budget To-Do List.....	20
Closing a Budget.....	20
Managing Budgets	21
Budget Management Tools.....	21
Minimum Budget Management Responsibilities	21
Quarterly Budget Reviews	21
Communicating Budget Changes to Fiscal Staff.....	21
Changing Electronic Budget Files	21
Grant and Contract Certification Reports (a.k.a. Salary Certifications)	22
Budget Management Tools and How to Use Them	23
Purchasing.....	25
Introduction	25
Purchasing Limitations.....	25
ProCard.....	26
Purchasing Printing.....	27
Using UW Creative Communications	27
Using a Non-UW Vendor	27
Rush Printing.....	27
Research Posters	27
Payroll	29
Changes to FTE	29
New Hires	29
Payroll Cycles	29
Appendix	31
Frequently Accessed Contacts	31
Forms Referenced in This Document.....	31
Other In-House Procedures Manuals	32
Local Calling: Regional Calling Service (RCS)	32

Office Procedures

- Business Cards
- Emergency Procedures
- Equipment Reservation
- Faxing
- FedEx
- Mail
- Office and Building Maintenance
- Oracle Calendar
- Ordering Supplies
- Parking
- Photocopying
- Requests for Administrative Support
- Shared Drive
- Telephone Calls
- Conference Calls
- Long-Distance Calling
- UWATS Codes

Business Cards

Request HPRC business cards from Cate. Give her in writing all the information you want on the card, and a budget number to charge the order to. To make it easier, Cate can give you a current card to modify with your information. Orders typically take two weeks to process. The minimum order is 250 cards.

Emergency Procedures

In the event of an emergency, follow directions given by the HPRC Safety Warden, Cate, or her backup Safety Warden, Yael. Each UW office in the University District Building (UDB), including the two other UW offices on our floor, has a safety warden. You can follow the guidance of these safety wardens if the HPRC Safety Warden is not available.

If evacuation is necessary, exit the building via the northeast staircase, across the hall from the women's restroom. Meet across 45th Street (which runs in front of the building) in the parking lot behind the 1100 building, accessed from 11th Avenue NE. Do not attempt to re-enter the UDB until it has been secured by the Fire Department.

Equipment Reservation

HPRC has laptops, an LCD projector, a digital camera, and a tape recorder with microphone available for staff use. Most equipment available for check-out is stored in the work room. Use the Oracle Calendar to reserve these items in advance. Equipment can be found under "Resources" in the calendar. Calendar shorthand for each item:

Laptop "Major"	HS – Equip – HPRC Major (conference room laptop; cannot be checked out)
Laptop "Minor"	HS – Equip – HPRC Minor
Laptop "Lenovo"	HS – Equip – HPRC Lenovo X60
LCD Projector	HS – Equip – HPRC LCD
Microphone	HS – Equip – HPRC Microphone
Tape Recorder	HS – Equip – HPRC Tape Recorder
Digital Camera	HS – Equip – Canon

If you are checking out equipment for more than one day, create a *repeating event* and reserve the equipment between 8:00 am and 5:00 pm each day. List your name and contact number in the "Location" field.

Cate coordinates the check-out system and location of equipment and can answer any questions.

Faxing

See Telephone Calls

FedEx

To ship a package via FedEx, fill out a lavender "FedEx Shipping Instructions" form, available at the front desk, and Cate will ship it for you. All shipping requests must include a budget number to charge and a phone number for the recipient. FedEx packaging is available under the office mail boxes, and larger shipping boxes are located by the shredder. If you prefer, you can fill out a FedEx shipping form/label yourself. Daily pick-up time is 4:45 PM from a collection box located in the basement, just beside the stairwell door. If Cate isn't available to take your FedEx package to the pick-up box on time, please take it there yourself.

Mail

All outgoing HPRC mail may be placed in the "Budget & Campus Mail" bin in the reception area. UW Mailing Services pick up mail daily at 10:45 AM from the mail room on the 4th floor of the University District Building (UDB). Mail must be in the collection basket by 10:30 if you want it to go out that day. (Let Cate know if mail you've put in the basket must go out that same day.) You also can take it to the 4th floor yourself. Urgent campus mail that has missed the UDB pick-up deadline can be taken across the street to Roosevelt Commons for a 1:00 PM pick up, or to the UW Tower loading dock for a 3:15 pm pick up. (Stamped mail can be dropped in the USPS post box on the corner of 11th Ave and 45th Street, where it is picked up at 4:00 pm.)

Campus mail requires only the recipient's name and UW box number. Off-Campus mail without a stamp must have a budget barcode label beneath the return address (upper left corner of the envelope). Mailing barcode labels are stored in a file folder next to the office mail boxes. If you are sending multiple pieces of mail using the same budget, rubber-band like-sized envelopes together and place one barcode on the top envelope. Budget barcode labels may not be used for personal mail. (Mail may be returned if UW Mailing Services believes it is inappropriate for a UW budget.)

Office and Building Maintenance

Maintenance requests should be made to Cate. This may include, for example, replacing burned-out ceiling light bulbs, hanging pictures/bulletin boards, and anything involving power tools. Problems with the printers, fax machine, and copier should also be referred to Cate.

Oracle Calendar

The Oracle Calendaring System allows users to maintain their own schedule as well as view the schedules of other users to plan meetings and reserve meeting space and equipment. Each staff member at HPRC should use the Oracle Calendar for scheduling meetings and making room/equipment reservations. Oracle Calendar accounts are employee-specific and cannot be shared. New employees must have a UW ID before Bob or Tung can set up their Oracle Calendar account.

If a staff member will be out of the office during normal work hours, the time should be scheduled as a "meeting." If the leave will be for more than one day, create a repeating meeting each day between 8:00 am and 5:00 pm; do not schedule days out of the office as one continuous meeting.

When you are away from the office, you can access your calendar at: calendar.cac.washington.edu.

You can find information about using the Oracle Calendar at:
calendar.cac.washington.edu/ocas/ocwc/american/help/start.htm

Ordering Supplies

Send supply requests to Cate in an e-mail message, including the budget number. To order supplies on a specific budget, please be sure that you have signing authority on the budget to charge. If you do not have signing authority, please have your order submitted via e-mail to Cate by someone who does. We order from Office Depot, and if you have a specific item you want, you can choose to locate the item on Office Depot's Web site and send Cate the description or link as part of your request.

For more information about purchasing other supplies, see the sections on Purchasing (page 26 and following).

Parking

HPRC has two parking spaces in the garage under the UDB: #26 and #42. These spaces are reserved for guests and are available on a first-come first-served basis. Unauthorized vehicles parked in these spaces will be impounded. The garage entrance is located on 11th Avenue NE and signed: University District Building Monthly Parking. Two-hour metered parking may also be available on neighboring streets. (Please heed the "No Parking 4:00 – 6:00" signs. They do tow!)

Photocopying

Black and White Copies

Photocopies are charged to individual budgets. To initiate copying, enter all six digits of the appropriate budget number into the "Account Number" field on the photocopier screen.

To request that Cate make copies for you: Make your photocopy request on the "Please" form, located at the front desk. Include budget number, how many copies, one or two-sided, collated, stapled, etc. You can also e-mail your request to Cate, including the same information. You can attach an electronic copy of the item you want copied or put a hard copy in Cate's mail slot.

When to Use the Office Photocopier: Fewer than 750 Copies

If you'll be printing fewer than 750 copies, use the photocopier in the office.

For information about printing more than 750 copies, see Purchasing Printing (on page 28).

Color Copies

We can use the UW Tower copy center (floor 0-2, 206-221-2244) for our color photocopying. Yael can process this for you, or you can contact the center directly at towerdp@u.washington.edu. Orders must be accompanied by a UW Copy Services order form, available at www.washington.edu/admin/pubserv/copy/index.html. You can send the electronic file by e-mail (or ftp if

it's a very large file). You can discuss the preferred file type (PDF or other software) with Yael when preparing to send the document.

Requests for Administrative Support

Requests for assistance with photocopying, mailing, and faxing should be written on a "Please" form, available at the front desk. For all photocopy requests, include the budget number. If you can, please allow 24 hours for any request to be completed. If you need it done sooner, please let Cate know. If you do not indicate a "need by" date on the form, Cate will complete the task as soon as she can, in the order that she receives requests.

Shared Drives

The HPRC shared drive is: hprc common on "alder."

Individual staff members also have personal, private space on alder.

The shared drive servers are backed up daily. Because individual computers are not backed, you may find it useful to regularly archive your important files to alder. Please remember where your files are archived on alder and remove your files that are no longer necessary.

All files on UW computers are the property of the UW. Do not use UW/HPRC computers for personal activities.

Telephone Calls and Faxing

Conference Calls

Three-Way Calling

You can use your HPRC phone to call up to two additional parties simultaneously in lieu of using a conference call number. Please use this three-way calling method whenever possible, as it is less costly. Avaya 4610 conference calling directions are at:

www.washington.edu/cac/care/phone/4610_features.html

24-Hour "Meet-Me" Conference Lines

"Meet-Me" conferencing allows you to make unlimited conference calls at a monthly rate. The initial setup fee is \$4.00 and the monthly rate is \$2.00 (plus a small per minute, per participant charge for long-distance calls). When you sign up for this service, you will receive a unique conference call number that can be used any time of day. To set up a conference call, provide participants with the dial-in number, conference code, and the predetermined start time for the call. Everyone calls in to the same line, and the conference is underway. Local callers use the 206 area code number; out-of-town callers may use the 866 toll-free option. All provided numbers connect to the same line.

If you need a conference call number for your project, request this through Cate and include a budget number in your request. Before you order the conference call number, make sure you have documented approval from someone with signing authority on your budget number.

Several "Meet-Me" Conference lines have been set up to use regularly. Please contact Cate for access to these numbers.

Faxing

- To send a fax to an on-campus location, enter the last five digits of the fax number.
- To send a fax to a local number (206, 253, 425, and some 360 area codes), press 9, followed by the area code + fax number.
- To send a fax to a long-distance number, you must use a UWATS code. (Cate recommends pressing the on-hook dial button first, which will allow you to hear the tones for when to enter your UWATS code.) Press 77 followed by 1 + area code + fax number, and then enter your UWATS code for the appropriate budget.

Long-Distance Calling

We use the UWATS long-distance system. UWATS codes are person- and budget-specific. You will have your own code for each budget you work on that requires long-distance calling.

To make long-distance phone calls using the UWATS code, press 77 followed by 1 + area code + phone number, and then enter the UWATS code for the appropriate budget.

Note: Regional Calling Service (RCS), UW's exclusive regional calling plan, allows people with a UW telephone (including UW Medicine) to call many places in the Puget Sound area, toll-free. **All communities in area codes 206, 253, and 425, as well as some 360 communities are part of the RCS calling area.**

Do NOT dial 1 when calling numbers in the RCS. Treat them as local calls: press 9 + area code + the number.

You can check if a number is included in the RCS by entering it in a field at this link www.washington.edu/cac/care/rcs/index.html#rcs_checker. (Or see Appendix for a list of the Washington State area codes that are local calls from the UW.)

For directions on how to make long-distance toll-free calls to a UW number from a number in the RCS area, see <http://www.washington.edu/cac/care/calluw/>

UWATS Codes

If you were not assigned a UWATS code when you were hired, check with your project PI or project lead to ensure your budget supports you having a UWATS code. Request project-specific or research assistants' UWATS codes from Cate, including a budget number with your request. Before you order a UWATS code, make sure you have documented approval from someone with signing authority on your budget number.

Computers and Electronics

- Computers
- Ordering and Installing Software
- Troubleshooting Computer Problems
- Troubleshooting Oracle Calendar
- Telephones
- Copier and Printer Repair

Computers

All computers are maintained by:

Bob Shimabukuro, Manager, IT office	<i>bobshim@u.washington.edu; 206 616-2944</i>
Tung Ly, Computer/software technician	<i>tly@u.washington.edu; 206 616-2920</i>

For HPRC laptop checkout, see Office Procedures, Equipment Reservation (page 5).

Ordering and Installing Software

All software is purchased through Bob and installed by Tung. If you need a particular software package to do your work, discuss your request with the project PI or someone else with signing authority on your budget number. For software updates, e-mail Bob or Tung.

Troubleshooting Computer Problems

E-mail a request for computer help to Tung, and cc Bob. You can also call either Bob or Tung. If you do not receive a reply regarding the problem, contact Cate.

Troubleshooting Oracle Calendar

For problems with your Oracle Calendar account, consult Tung or Bob. For information about HPRC guidelines for using the Oracle Calendar, see the Office Procedures section (page 6). Find more information about how to work with the Oracle Calendaring system at:
calendar.cac.washington.edu/ocas/ocwc/american/help/start.htm

Telephones

UW Technology sets up and maintains HPRC telephones. Cate schedules setting up new phones and relocating existing phones. Your requests require a budget number to charge for labor. Please also provide a budget number for the monthly phone and voice-mail charges (often the same budget number). Make sure you have documented approval from someone with signing authority on the budget to be charged for maintenance requests and new phones.

If you have a problem with a telephone, please ask Cate for assistance. If she is not here, please ask Connie or Sheryl for help. If none of those people are around, you can find "Help" contacts at www.washington.edu/cac/care/.

Copier and Printer Repair

If the copier needs repair or attention, let Cate know and she will contact the service technician. If Cate is unavailable, ask Connie, Yael, or Sheryl for help. If none of those people are around, follow the directions on the copier cover.

Contact Tung or Bob for any problems with the printers.

Meeting and Conference Planning

- Catering
- Meeting Materials and Room Set-Up
- Out-of-Town Guests: Lodging
- Out-of-Town Guests: Travel Expenditures
- Reserving Equipment
- Reserving Rooms

Catering

Catering requests should be coordinated with Cate with as much advance notice as possible (preferably 2-3 weeks). Before you place a catering order, make sure you have documented approval from someone with signing authority on your budget number.

Food Approval Form

Prior to purchasing food, you ***must complete a UW Food Approval Form***. This form requires a list of anticipated meeting attendees and the signature of a supervisor/budget manager. The form is available at the front desk and in `alder\hprc common\HPRC Business Forms`.

For food orders exceeding \$1,000

For catering orders over \$1,000 placed on the ProCard, HPRC ***must obtain departmental approval before placing the order***. Please provide Cornelia (and cc Cate) with the following information: vendor, amount quoted, purpose for catering, and budget number to be charged. Cornelia will forward the request to Lynne Hamilton for approval. Once approval has been obtained, the order may be placed.

Caterers that HPRC often uses include: *Bay Laurel Catering (UW's catering service)*, *Portage Bay*, *Organic-To-Go*.

To charge catering to a budget, ensure that food is an approved line item of that budget. There are strict limitations on the amount that can be spent on food for a meeting or event, regardless of where the funding comes from. Check with Angela for the applicable per diem rate before you order food. You can request catering orders through Cate if you need or want help or need to use the ProCard. Before requesting use of the ProCard for food orders, please submit a Food Approval Form to her. You may also use your own credit card and request reimbursement later. Always provide original receipts for expenditures, and provide documentation that the purchase was pre-approved by someone with signing authority on that budget.

Note: The ProCard catering/food orders allowance is \$2000 per transaction; if a purchase is between \$2,000 to \$10,000, the Procard administration has to request an increase of the limit on that particular transaction; if a purchase is more than \$10,000, we need both Purchasing and ProCard approval to proceed with the order.

Meeting Materials and Room Set-Up

If you are planning a meeting that requires binders, printed pieces, supplies, help with set-up, or other assistance with content details, work with Cate. Please allow sufficient advance warning.

Reserving Equipment

HPRC has laptops, an LCD projector, a digital camera, and a tape recorder with microphone. Use the Oracle Calendar to reserve these items. *See Equipment Reservation on page 5 for the check-out process.*

Reserving Rooms

Reservations for meeting rooms in the University District Building (UDB) are made using the Oracle Calendar. In the Title field of the calendar, list the meeting name, your name, and your phone number: e.g., PALS Meeting, Mary (616-1234). Calendar shorthand for the UDB conference rooms:

HPRC Large Conference Room	HS – Conf – UDB 200 (LG)
HPRC Small Conference Room	HS – Conf – UDB 200 (SM)
4 th Floor Conference Room	HS – Conf – NWCPHP Conference Ro

To reserve meeting rooms at other locations on campus, contact the specific UW venue for information. To reserve meeting rooms at other community locations, contact that venue directly. You can use the HPRC ProCard to pay for the space, if your budget allows and if you have documented approval from an authorized signer on your budget number. Cate has information on a variety of Seattle-area community meeting locations, and she can use the ProCard to make your reservations.

Travel Procedures

Local Travel

- Local Mileage and Parking

Out-of-State Travel

- Approval Required for Out-of State Travel

- Lodging

- Meals

- Personal Travel/Time During a Business Trip

- Transportation: Air Travel

- Transportation: Rail, Car Rental

- Travel Reimbursement

- Early Reimbursement and Per Diem Advances

- Reimbursement for Cancellation Fees

Out-of-Town Guests

- Out-of-Town Guests: Lodging

- Out-of-Town Guests: Travel Expenditures

Local Travel

Local Mileage and Parking

UW will reimburse you for mileage you accrue when using your own vehicle for work-related purposes. Please submit to Connie, at least quarterly, your requests for mileage reimbursement; for each trip include: the budget number to be charged, the date, destination address, number of round-trip miles (or bus fare), any parking fees, and purpose of trip. Connie can provide you with an Excel spreadsheet to track your local mileage, which you can submit to her for reimbursement.

For point-to-point travel (driving to one destination using the most direct route): Use Mapquest, Google Maps, or the UW car mileage and rates table (www.washington.edu/admin/travel/mileage.html) to calculate point-to-point mileage. You must include supporting documentation (e.g., a Mapquest map or the car mileage and rates table printout) with your reimbursement request.

For vicinity miles (driving to several destinations): Use your odometer reading to calculate vicinity mileage and include a mileage log with your reimbursement request.

Note: The cost of your daily commute between your official residence and official duty station is a personal obligation and is not considered reimbursable travel. However, when you are assigned to work at a location, or locations, in addition to your official duty station, you may be reimbursed for the miles driven (or bus fare) between the work locations.

For more information, see: www.washington.edu/admin/finserv/travel/cars.html

The UW maintains a fleet of cars that may be rented for official UW business. For more information, see: <http://www.washington.edu/facilities/transportation/fleetservices/>.

The UW has an arrangement with Zipcar (a shared car service) that provides discounted rates for UPASS holders. For more information, see: <http://www.zipcar.com/u-pass/>

Out-of-State Travel

Approval Required for Out-of-State Travel

State of Washington policies require *prior* written approval for all out-of-state travel. You can find HPRC's Travel Authorization form on the HPRC shared drive (Alder\hprc common\HPRC Business Forms), or ask Cate for a hard copy. Hard copies of prior approval forms (both food and travel) are located at the front desk in the standing files.

Lodging

Per diem rates apply to lodging when traveling for UW business. The rates vary by city. In some cases you may exceed the per diem rate; for specific instances, see www.washington.edu/admin/finserv/travel/lodging.html#exceptions.to.the.lodging.allowance. Use your personal credit card to make your hotel reservation and to pay the bill. Keep your itemized receipt to submit for reimbursement when you return (*information on reimbursement below*). You can make your own hotel reservation or ask Cate for help. Remember, the ProCard cannot be used for any travel-related expenses, including lodging. *If you have a change of plans and do not use your hotel reservation, it is **your responsibility** to ensure that the reservation has been canceled. If it is not canceled and a charge is made, the traveler is personally responsible for paying the charge.*

See www.washington.edu/admin/finserv/travel/contracts.html#meal.lodging.rates for per diem, lodging-related rates and more information.

Meals

Per diem rates apply to meals whenever traveling for UW business. The rates vary by city. Typically, you receive the full meal allowance listed in the UW per diem schedules (www.washington.edu/admin/travel/contracts.html#meal.lodging.rates) rather than what you actually spent for food. Meals provided at no cost to you while traveling (i.e., meals you did not have to purchase) are not reimbursable. Please do not include them on your reimbursement form.

Personal Travel/Time During a Business Trip

Adding personal travel (or additional time) onto a UW business trip is allowable **only** where **all** of the following conditions exist:

- The primary purpose of the trip is official UW business
- You use your approved leave for the personal part of the trip
- The University does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the UW business trip

For other common questions related to combining personal and business travel (such as paying for airfare and dividing airfare expenses), please talk with Connie.

Transportation: Air Travel

When traveling on HPRC business, ask Cate to start the travel arrangement process. Once Cate has started the process, you may then choose to work directly with the travel agent on your schedule and itinerary.

State of Washington regulations require that all airfares for UW travelers must be purchased through a State contract travel agency (www.washington.edu/admin/travel/travel.agencies.html), by booking directly through any airline's Web site, or by directly calling any airline. You must purchase tickets with either a

department Central Travel Account (CTA) (www.washington.edu/admin/travel/visa.cta.html) or your individual UW Travel Charge Card (www.washington.edu/admin/travel/visa.html). The latter is available to UW employees who travel frequently. Access to the CTA must be done through Lynn Gose, llgose@u.washington.edu.

The UW strongly recommends that you use the contract travel agency and request either the contract airfare or a **refundable fare** be charged to the department Central Travel Account. If you choose to use your personal credit card, you are responsible for all extra fees resulting from cancellations or ticketing changes.

Transportation: Rail, Car Rental

For rail travel and car rental, submit a travel reimbursement request with supporting original receipts. Information about car rental details is available at this link:
www.washington.edu/admin/finserv/travel/cars.html#enterprise

Travel Reimbursement

Fill out the HPRC Travel Reimbursement form, attach original receipts for all expenditures over \$50, and return to Connie. You can find the Travel Reimbursement form on the HPRC shared drive (Alder\hprc common\HPRC Business Forms). You will receive your reimbursement by check within 10-15 working days.

See the per diem schedules at: www.washington.edu/admin/travel/contracts.html#meal.lodging.rates.

Early Reimbursement

You may be reimbursed for airfare, train, hotel, or registration expenses before you leave. These are the only type of travel expenses that may be reimbursed before the trip. Please contact Connie for details. <http://www.washington.edu/admin/finserv/travel/reimbursed.html>

Per Diem Advance

A per diem advance may be requested for out-of-state travel. Please contact Connie for details.
<http://www.washington.edu/admin/finserv/travel/per.diem.advance.html>

Reimbursement for Cancellation Fees

In order to claim reimbursement for a change/cancellation/penalty fee, nonrefundable registration fee, increased airfare/nonrefundable cancelled ticket, or lodging deposit, the reason must be due to:

- UW business
- Unexpected death of a family member (www.washington.edu/admin/hr/timeleave/glossary.html#F)
- Your own unexpected illness (which was not due to your own misconduct) that kept you from taking the business trip or continuing your trip as planned.

Out-of-Town Guests

Out-of-Town Guests: Lodging

For meetings that require lodging for out-of-town participants (non-UW individuals who are not receiving honoraria or consultant fees), contact Connie or Cate to pay for hotel room(s) in Seattle or other cities.

Note: *Lodging CAN NEVER be charged to a UW ProCard.*

Hotel accommodations at discounted rates may be available at the following facilities, all of which are within walking distance of the UW campus and HPRC: *Hotel Deca, University Inn, Watertown, College Inn Guesthouse*.

When you make the reservation, be sure to mention that you work for the University of Washington so they will apply the UW rate. Guests for whom the UW is paying are restricted to the UW per diem lodging rate.

Out-of-Town Guests: Travel Expenditures

Out-of-town meeting participants (non-UW individuals who are not receiving payments for services) are eligible for per diem reimbursement. Request prior approval, using the regular UW Travel pre-approval form or in an e-mail providing the following information: name, dates, purpose, budget number, authorization. Use the travel reimbursement request form; and include original receipts for airfare, lodging and all expenses over \$50.

Travelers who are paid a fee for services provided (i.e., honorarium or consultant fee) are not eligible to use the CTA for lodging. They may request reimbursement for travel costs together with their fees for services on a purchase order or check request (see Angela for details). Original receipts are required, and costs are limited to the applicable per diem rates for meals and lodging.

Petty Cash

- Petty Cash Advance Request
 - Research Subjects: Receipt Form for Cash Received by Human Subjects
- Petty Cash Reimbursement Request
 - Allowable Expenses
- Purchasing Food: A Special Case

Petty cash is a small fund of money for incidental expenses. For general information about UW petty cash regulations, see: www.washington.edu/admin/purchstores/yourdept/pettycash.html

Petty Cash Advance Request

From HPRC: You may request cash in advance from the HPRC petty cash account only for payments to participants in a research study. Cash requests must be authorized by Sheryl, Cornelia, Jeff, or the PI of the budget to which it will be billed. Allow at least 10 working days after requesting it to receive your cash. You can find the Cash Advance Request form on the HPRC shared drive: Alder\hprc common\HPRC Business Forms\Cash Advance Request.pdf. Submit the request form to Angela. After your research activity is complete, you must return receipts signed by study participants to document that payment was received and also return any unused cash by the date indicated on the request form. Submit the form, receipts, and unused cash to Angela after you have completed the focus group or interviews.

If cash needed for subject payments exceeds \$500, the HPRC fiscal team will help you request cash from UW Financial Services.

Research Subjects: Receipt Form for Cash Received by Human Subjects

You must obtain a receipt from every individual who receives payment (cash or gift card) for participating in a research study, no matter the amount, whenever practical. When mailing cash or gift cards, a receipt form should be included with a request to sign and return it. Also keep a list of addresses and amounts sent to subjects. You can find the Incentive Receipt Form on the HPRC shared drive: Alder\hprc common\HPRC Business Forms\Incentive Receipt Form.doc.

Return the signed receipts to Angela promptly.

Petty Cash Reimbursement Request

You may request reimbursement, with documented approval from an approved budget signer, for allowable out-of-pocket expenses, as defined in the list below, through the HPRC's petty cash checking account. **No single receipt or purchase may exceed \$200.** Submit the Petty Cash Check Request form (which you can find on the HPRC shared drive: Alder\hprc common\HPRC Business Forms\Petty Cash Check Request.doc) and original receipts to Angela. You will receive a check within five working days of your request.

Allowable Expenses

- Supplies used for research project
- Research subjects incentives
- Registration fees
- Miscellaneous. in-state travel expenses
- Food/light refreshments (*see Purchasing Food: A Special Case, below*)

Purchasing Food: A Special Case

You may receive reimbursement for purchasing food if food is an approved budget line item. If it was not included in your approved budget, you must request prior approval from the funder. Consult Cornelia about the process. Events that allow the purchase of food and non-alcoholic beverages are outlined in the UW "Meals and/or Light Refreshments for Meetings, Training Sessions and Recognition Awards and Events Policy" (www.washington.edu/admin/finserv/payables/food2.html#policy).

Time Reporting and Leave Requests

- Annual Leave Request
- Other Leave Requests
- Time Reporting

Annual Leave Request

You must request and have your supervisor approve annual leave or your personal holiday prior to using it. To request leave, go to the depts.washington.edu/hstime/ Web site and choose "Request Annual Leave." The Web site offers clear instructions on how to fill out the request form. You do not need to formally request sick leave, but you should notify your supervisor if you know ahead of time that you will be using sick leave.

Other Leave Requests

Consult with your supervisor to request leave or a modified work schedule because of a serious health condition, a family member's health condition, or for parental leave to care for a newborn or newly adopted or placed child.

Time Reporting

Every Monday you will receive a weekly time sheet reminder e-mail from the Department of Health Services. It will direct you to an online form, located at depts.washington.edu/hstime/.

When you go to this Web site, you will be asked to log in using your UW NetID and password. This is the same ID and password that you use for your e-mail and to log into MyUW.

If you have any questions related to the time report, contact Sheryl, or Steve Leigh in Health Services (206-616-2931, sleigh@u.washington.edu).

Professional staff do not qualify for comp time.

If you are classified staff, please use your comp time to account for time out of the office before you tap into your annual leave. (You must have your supervisor's prior approval for any leave you take using comp time.)

HPRC Contacts and Databases

- Contacts: Mailing List
- Contacts: Phone List
- Databases: EndNote Publications and Presentations
- Databases: PRC Information System (PRC IS)
- Organizational Chart

Contacts: Mailing List

The HPRC mailing list (postal and e-mail addresses) is in an MS Access database. Cate updates it as necessary. If you would like a new community or research partner to receive the HPRC quarterly newsletter, *The Link*, ask to have the partner added to the mailing list. We send *The Link* via USPS or e-mail. If you know that someone or some organization is no longer associated with HPRC, please ask Cate to remove the entry from the mailing list.

Contacts: Phone List

You can find the HPRC phone list on the HPRC shared drive: alder\hprc common\HPRC Admin Main\Admin-General Office. Cate updates the phone list and distributes it to HPRC staff. If you see an error or omission, please let Cate know so she can correct it. Yael maintains the staff list for the Web site, so cc her with any changes you send to Cate.

Databases: EndNote

HPRC publications and presentations are tracked in an EndNote database, which is updated by Yael. You are responsible for notifying Yael in a timely way when you have new items to add to the database, including publications, presentations, or trainings attended or given.

Contact Yael if you would like to use the database, or if you would like her to extract information from the database for you.

HPRC also maintains EndNote databases of grant and journal article bibliographic citations. Contact Yael if you would like to see a list of project-specific databases or to have a project-specific database set up for you.

The databases are stored on the HPRC shared drive: alder\hprc common\Databases-endnote-access-hprc pubs.

Databases: PRC Information System (PRC IS)

The PRC IS is the CDC PRC Program's online project tracking database. The PRC IS is used to track all of the HPRC Core and SIP-funded projects, as well as to generate interim and annual reports. All PRCs are required to enter program, project, and product information in the PRC IS. Yael maintains HPRC entries in the PRC IS, but others may enter data directly when it's more expedient to do so. Yael will notify you when you need to enter data for interim and progress reports or to update general project information.

Organizational Chart

You can find the HPRC organizational chart on the HPRC Web site at: depts.washington.edu/hprc/docs/org_chart.pdf. Yael updates the chart quarterly. If you see an error, please let her know so she can correct it.

Budget Oversight

- Budget Setup
 - New Budget To-Do List
- Closing a Budget
- Managing Budgets
 - Budget Management Tools and How to Use Them

Budget Setup

Upon receiving a new budget number, the HPRC fiscal team (Cornelia, Angela, and Connie) will initiate a set of tasks that result in getting the budget ready for accepting project expenditures, such as salaries, copy charges, long distance service, and supplies. As needed, the team meets with the project PI or project lead to assess which budget set-up services are needed.

New Budget To-Do List

The HPRC fiscal team uses a New Budget To-Do List to guide their budget set-up activities. New budget tasks include setting up:

- Barcode Mailing Labels
- Copy Codes
- Intro letter to PI with copy to department administrator
- Payroll Distributions
- Budget Files
- Budget Number List
- Telephone Equipment
- Long Distance (UWATS)
- Conference calling
- Signature Authorizations
- Encumbrance Menu update
- Financial Accounting Flags

Closing a Budget

One to two months before the budget end date, the PI or project lead may meet with the project fiscal staff to:

- Thoroughly review the budget status and pending expenditures
- Evaluate the possibility of a no-cost extension request
- Assess the allowability of current and pending expenditures
- Review vendor contracts and commitments
- Assess the accuracy of indirect costs
- Evaluate any remaining issues (e.g., restricted funds)

Two to three weeks after the budget end date, the fiscal team will conduct this review again. If necessary, the fiscal staff will prepare documents to transfer salary and non-personnel charges, and request adjustments to the budget for inaccurate transactions.

Managing Budgets

HPRC PIs and project leads manage their project budgets, including guiding and tracking expenditures. Following are guidelines for this work:

Budget Management Tools

HPRC PIs and project leads use five tools for budget management:

- UW BAR and BSR
- HPRC Budget Report
- HPRC Awarded Budget and Modified Budgets
- HPRC Budget Justification
- UW My Financial Desktop
Grant Tracker

For more information on each tool, see the table on the following two pages.

Minimum Budget Management Responsibilities

The minimum budget management responsibilities for HPRC project leads are:

- Conduct a required monthly review of the BAR and BSR for their project.
- Understand and regularly use the HPRC Budget Report to monitor their budget.
- Use the approved budget initially awarded to HPRC, along with any modified budgets (such as re-budgets and carry-forward budgets) to guide project expenditures.
- Use the HPRC Budget Justification to guide project expenditures.
- Understand how to use UW My Financial Desktop to monitor budget expenditures.

For more detailed information see the table on the following two pages.

HPRC fiscal staff coordinate with all new HPRC PIs to determine whether they have staff to fill these minimum budget management responsibilities and if not, what level of support HPRC fiscal staff will offer them.

Quarterly Budget Reviews

The HPRC PI and project lead conduct quarterly reviews of their budget. To facilitate this, fiscal staff send the HPRC Budget Report to each PI and project lead quarterly via e-mail. The accompanying e-mail message includes:

- A reminder to review the budget report.
- An offer to meet to go over the report. The PI may request regular or ad hoc quarterly budget meetings that include fiscal staff.
- A reminder to call with questions.

Communicating Budget Changes to Fiscal Staff

The project lead is responsible for promptly communicating to fiscal staff any anticipated changes in budget expenditures.

Changing Electronic Budget Files

Only HPRC fiscal staff are authorized to make changes, including posting transactions, to the electronic version of the HPRC Budget Report located on the HPRC shared drive. PIs and project leads should **not** make any changes to this electronic file; if, on review of the budget, changes are needed, ask the HPRC fiscal staff to make them.

Grant and Contract Certification Reports (a.k.a. Salary Certifications)

At the discretion of the PI, project leads provide a first review of UW Salary Certifications. PIs are responsible for the official review and signature of approval.

Budget Management Tools and How to Use Them

	What It Is	What to Do With It	How to Do It
BAR and BSR	<p>The Budget Activity Report (BAR) provides a record of monthly project budget transactions and balances. The Budget Status Report (BSR) provides a year-to-date transaction summary. Both reports are based on the awarded or modified budget prepared by HPRC and approved by the grantor or client.</p> <p>The BAR and BSR are paper documents generated by the UW Financial Accounting System (FAS) and distributed by UW Computing and Communications.</p> <p>The BAR and BSR are updated monthly, but we don't see them until mid-month of following month.</p>	<p>We are required to review the BAR and BSR each month to ensure that all charges to the budget are accurate and appropriate.</p> <p>Sign the BAR and give both the BAR and BSR to the project PI for official review and signature of approval.</p>	<p>Compare expenditures listed in the BAR and BSR against the HPRC Budget Report, particularly the operating budget.</p> <p>Go to the fiscal staff person assigned to your project with questions, particularly about discrepancies.</p>
HPRC Budget Report	<p>The HPRC Budget Report provides monthly and historic budget transactions and balances based on the project operating budget.</p> <p>The report is developed by HPRC fiscal staff, who update it monthly by mid-month.</p> <p>The report includes both the university's posted budget expenditures and any new revisions we have made to the operating budget.</p>	<p>This report is available at any time to:</p> <ul style="list-style-type: none"> • Check budget status • Confirm and track expenditures • Project upcoming expenditures • Revise the operating budget, in collaboration with HPRC fiscal staff. <p>You also can cross-check this report against <i>My Financial Desktop</i>, if you have questions about expenditures.</p>	<p>Access the HPRC Budget Report on the appropriate HPRC shared drive.</p> <p>Go to the assigned fiscal staff person with questions.</p> <p>Do not make changes to this report unless you have been authorized to do so. Request changes from the assigned fiscal staff person.</p> <p>HPRC fiscal staff offer a quarterly meeting at the request of PMs and PIs to review the HPRC Budget Report, discuss current budget status, and help plan for upcoming expenditures.</p> <p style="text-align: right;"><i>continued...</i></p>

	What it Is	What to Do With It	How to Do It
HPRC Awarded Budget and Approved Modified Budgets	<p>The awarded budget and modified budgets are prepared by HPRC and approved by the grantor or client.</p> <p>Modified budgets include re-budgets and carry-forward budgets.</p>	Use these approved budgets to guide overall project expenditures and budget forecasting.	Keep a copy of awarded and modified budgets in your electronic and hard-copy files. You also might save and access them on the appropriate HPRC shared drive. You also can review these budgets in the Grant Proposal Binder kept by HPRC Fiscal Staff.
HPRC Budget Justification	The Budget Justification is a detailed written description of planned line-item expenditures included in the awarded or modified budget, prepared by HPRC and approved by the grantor or client.	Use the approved budget justification to guide project expenditures and budget forecasting.	Keep a copy of the budget justification in your electronic and hard-copy files. You also might save and access the justification on the appropriate HPRC shared drive. You also can review budget justifications in the Grant Proposal Binder kept by HPRC Fiscal Staff.
My Financial Desktop	<p>My Financial Desktop is an on-line database that presents budget transactions and balances based on a project's awarded or modified budget.</p> <p>My Financial Desktop offers immediate access from your computer to expenditures that are posted to budgets by the UW Financial Accounting System (FAS). My Financial Desktop is updated daily, so it offers the most up-to-date look at budget expenditures.</p> <p>My Financial Desktop also offers a budget's monthly and year-to-date transaction history.</p> <p>My Financial Desktop and the monthly BAR and BSR are generated by UW FAS and thus mirror one another. My Financial Desktop offers immediate access to transaction data; the BAR and BSR offer transaction data delayed by at least a month.</p>	This database is available at any time to check budget status, especially to look for or confirm recent non-salary expenditures.	<p>Go to MyFinancial.desktop.</p> <p>Select an item from any of the drop-down menus in the upper right. Log in using your UW Net ID. Enter budget number in upper left.</p>

Purchasing

Introduction
 Purchasing Limitations
 ProCard

Introduction

You can purchase goods and services at the UW in several ways. Depending on the type of goods or services needed, you may direct your request to either Cate or Angela. They will process your request via the most expedient purchasing method. For all purchases, you must have documented approval from someone with signing approval on the relevant budget.

Goods or Services	Who to Ask?
Office and project supplies	Cate
Conference registration fees	Cate
Some furniture	Cate
Major furniture order	Angela
Contract for personal/consulting services	Angela
Other purchasing contracts	Angela
Subcontracts	Angela
Hotel room/facilities reservation	Angela or Cate
Printing and copying, if under \$2,000*	Cate
Printing and copying, if over \$2,000*	Angela

*See Purchasing Printing and Copying, below, for more information.

Purchasing Limitations

If a contract, other than printing, is over \$3,300, you must seek a minimum of three competitive bids *or* complete a sole source statement. Contact Angela for additional guidance.

For more information about preparing a sole source statement, see www.washington.edu/admin/purchstores/yourdept/sole_source.html

If the contract amount exceeds \$43,900, you must put the contract out for a public bid. Contact Angela for information on how to submit public bids.

For more information about UW purchasing rules and regulations, see www.washington.edu/admin/purchstores/yourdept/statutes.html

Some items are restricted and cannot be purchased without prior review. Please direct your request to Angela for:

- Personal office items and decorative and gift items, such as awards, briefcases, calendars, clocks, desk sets, flowers, pictures, plants, and plaques
- Food and beverages, such as alcoholic beverages, hosting and entertaining, and coffee pots, microwaves, and refrigerators
- Printing over \$2,000

For more information on restricted items, see www.washington.edu/admin/purchstores/yourdept/confirming.html#restricted

ProCard

Cate has a credit card available for purchases. The card can be used for purchases under \$2,000, except for travel expenses or vendor (contractual) services. Please direct your request to Cate, who will process the order. Please make sure you have signing authority on the budget to be charged.

If your intended purchase exceeds \$1,000, HPRC must obtain departmental approval before placing the order. Please provide Cornelia (and cc Cate) with the following information: vendor, amount quoted, purpose for purchase, and budget number to be charged. Cornelia will forward the request to Lynne Hamilton for approval. Once approval has been obtained, the order may be placed.

Purchasing Printing

- Using UW Creative Communications
- Using a non-UW Vendor
- Rush Printing
- Research Posters: Producing and Printing

Using UW Creative Communications

If you want more than 750 copies of a document, it may be cheaper to have your job printed a printing press at UW Creative Communications (rather than having it copied through Copy Services). On the Creative Communications Web site, you'll find order forms, contact information of the publications coordinator assigned to our office, and useful information about setting up a print or copy job (www.washington.edu/admin/pubserv/printing/index.html).

Creative Communications requests electronic delivery of files (attached to an e-mail or via ftp). Discuss the preferred file type (PDF or other software) with Yael when preparing to send the document.

If you don't want to coordinate the print process yourself, Yael can serve as liaison with the Creative Communications. (Judith is the backup liaison.) If you want Yael to coordinate the printing, she'll need the specifications of your order (e.g., budget number, how many copies, color, paper size/type, date needed by, and any other relevant information). Ensure you have signing authority on the budget to be charged.

Using a Non-UW Vendor

Permission to purchase printing services from non-UW vendors is determined by the cost of your project.

- If the print job is under \$2,000 (including tax), you may solicit services from any vendor of your choice. The order can be paid for with the HPRC ProCard or a purchase order.
- If the print job is over \$2,000, the UW requires you to go through UW Creative Communications. Yael can help you work with the Creative Communications publications coordinator for HPRC. Creative Communications will perform the printing services, or the coordinator will submit a formal bid that can include a vendor of your choice.

How do you know how much a print job will cost? You can request an estimate through your Creative Services publications coordinator or from an outside vendor. You will need to supply information on number of copies, paper size/type, color, and any other information that will affect the print job. An estimate does not commit you to using that vendor for your print job.

Rush Printing

If you have a rush order, photocopying through the UW copy center of your choice, is much faster than printing on a printing press. (You can place the order with the UW Creative Communications print coordinator or directly with a copy center.) If the job cost total will be less than \$2000, you can also go to Kinko's and charge your job on the ProCard. You may not break up the job in order to stay under the \$2,000 limit. Please arrange with Cate to use the ProCard. (If the purchase exceeds \$1,000, see ProCard p. 26.)

Research Posters

Producing Posters

If you need help producing posters (or other documents with graphics), Yael can assist you. Generally, posters are designed in PowerPoint.

Printing Posters

We can print our posters in the basement of the T wing at Health Sciences, T-271. Their Web site is: <http://www.uwposters.com>. Send the file to them electronically. The Web site lists all sorts of useful information to help you get your poster printed.

You can contact UW Posters directly or use Yael as a liaison. It is a good idea to closely review a proof before printing a full-size poster. You will have to go to T-271 to pick up or review the proof. You can approve the proof at that time, or take it with you to review and call later with your approval. (For a fee, you can have the proof delivered to the HPRC office by courier, but be aware that this will slow the review and printing process.)

Payroll

- Changes to FTE
- New Hires
- Payroll Cycles
- Payroll Information for You as an Employee

Changes to FTE

To change the percent of FTE for someone on your budget, or to add or remove a current employee from your budget, contact Cornelia. She will forward the request to Lynn Gose in the Health Services Department. Note these important tips:

- Payroll changes need to be requested by the 5th of each month to be applied to that month's payroll.
- If you are adding a person to your budget, check your original project budget and budget justification to verify that the staff/faculty name and position are listed. If they are not, talk with Cornelia about whether you need approval from the funder to make this change.
- If you are reducing/removing or increasing the FTE of an investigator or key personnel by more than 25% of approved FTE for more than 3 months talk with Cornelia about whether you need approval from the funder to make this change.
- If you need to make a request to the funder, it must be in writing. Cornelia will help you understand the steps that apply to your situation. The fiscal staff will prepare and mail the letter.

New Hires

If you are a hiring manager or a supervisor hiring anyone *but* a temporary, hourly employee, you will need to ensure that the new employee is put into the UW payroll system. Start the process by discussing it with Sheryl or Patricia. Also, Cornelia will need the following information:

- Start date of new appointment
- Budget number(s)
- FTE %: If on more than one project, break out FTE per budget

Cornelia will ensure that the new payroll information is provided to Lynn Gose, who processes payroll for the Department of Health Services. Cornelia submits all HPRC payroll information to Lynn monthly. She also tracks payroll across all HPRC budgets.

Christy Sherwood is the Health Services Department hiring manager and HR liaison.

If you have obtained approval to hire a temporary hourly employee, please use UW Temp Staffing. You may review their policies on line and request a temp at:
<https://www.washington.edu/admin/hr/roles/mgr/hire/utemp.html>.

If you have obtained approval to hire a student employee, make arrangements through the Work Study Office (<http://www.washington.edu/students/osfa/uqaid/employer.handbook.html>), or Steve Leigh in the Health Services Department.

Payroll Cycles

The UW has two payroll cycles each month for all employees:

1. The 1st through the 15th (paid on the 25th)
 2. The 16th through the last day of the month (paid on the 10th of the following month)
- UW Employees can choose to be paid by direct deposit or by check. To arrange for direct deposit to the bank account of your choice, contact Steve Leigh or Lynn Gose.

At any time, you can change your payment option directly through your Employee Self-Service Earnings page on My UW (myuw.washington.edu).

For information on completing time sheets or time records, see Time Reporting and leave Requests (page 19) or depts.washington.edu/hstime/instructions.htm.

Appendix

Frequently Accessed Contacts
Forms Referenced in This Document
Other In-House Procedures Manuals
Local Calling: Regional Calling Service (RCS)

Frequently Accessed Contacts

Person	Contact info	Function
Bob Shimabukuro	616-2944 bobshim@u.washington.edu	Manager, IT office
Tung Ly	616-2920 tly@u.washington.edu	Computer/software technician
Steve Leigh	616-2931 sleigh@u.washington.edu Box 357660	Time Sheets
Lynn Gose	616-2932 lgose@u.washington.edu Box 357660	Program Operations, Health Services
Christy Sherwood	616-6158 cmm163@u.washington.edu Box 357660	Program Operations Specialist, Health Services
GVA Kidder Mathews	206-623-8809	Building Maintenance
HR Contacts	www.washington.edu/admin/	Lists links to administrative information, offices, and forms

Forms Referenced in This Document

Title	Use	Location	Procedures Manual page #
Please...	To ask Cate to: make copies mail something fax something	Front Desk	7, 8
FedEx Shipping Instructions	To request that Cate ship something for you via FedEx	Front Desk	6
Food Approval	To request approval for food purchase	Front Desk Alder\hprc common\HPRC Business Forms	11, 15
Travel Authorization	To request approval for travel	Front Desk Alder\hprc common\HPRC Business Forms\	14
Travel Reimbursement	To request travel reimbursement	Alder\hprc common\HPRC Business Forms\	15, 16

Petty Cash Check Request Form	To request reimbursement for approved expense(s)	Alder\hprc common\HPRC Business Forms\	17
For cash: Human Subjects Receipt Form.doc For gift cards: Human Subjects Receipt Form-Gift Cards.doc		For cash: Alder\hprc common\HPRC Business Forms\.	17

Other In-House Procedures Manuals

Title	Owner	Location (physical/electronic)
Admin Coordinator procedures	Cate	Front Desk

Local Calling: Regional Calling Service (RCS)

Regional Calling Service (RCS), the UW's exclusive local calling plan, allows people with a UW telephone (including UW Medicine) to call and be called by many places in the Puget Sound area. **All communities in area codes 206, 253, and 425 are part of the RCS calling area.**

You can check if a number is included in the RCS by entering it in a field at this link www.washington.edu/cac/care/rcs/index.html#rcs_checker.

Other area codes that are part of the RCS:

360-201 WHATCOMCTY	360-265 SILVERDALE	360-315 POULSBO
360-202 MT VERNON	360-271 SILVERDALE	360-318 WHATCOMCTY
360-204 SILVERDALE	360-273 ROCHESTER	360-319 WHATCOMCTY
360-205 BELFAIR	360-275 BELFAIR	360-322 MARYSVILLE
360-217 SNOHOMISH	360-277 BELFAIR	360-325 WHATCOMCTY
360-218 MARYSVILLE	360-278 BUCODA	360-329 PORT ORCH
360-220 WHATCOMCTY	360-280 OLYMPIA	360-332 WHATCOMCTY
360-223 WHATCOMCTY	360-282 SNOHOMISH	360-333 MT VERNON
360-224 WHATCOMCTY	360-283 MARYSVILLE	360-336 MT VERNON
360-227 BELFAIR	360-286 SILVERDALE	360-337 SILVERDALE
360-228 MT VERNON	360-287 MARYSVILLE	360-339 OLYMPIA
360-229 SHELTON	360-290 OLYMPIA	360-340 SILVERDALE
360-230 MT VERNON	360-292 OLYMPIA	360-347 ROCHESTER
360-233 BELFAIR	360-293 MT VERNON	360-348 SNOHOMISH
360-235 BUCODA	360-294 SNOHOMISH	360-349 OLYMPIA
360-236 OLYMPIA	360-296 WHATCOMCTY	360-350 OLYMPIA
360-239 OLYMPIA	360-297 KINGSTON	360-352 OLYMPIA
360-243 SNOHOMISH	360-299 MT VERNON	360-354 WHATCOMCTY
360-250 OLYMPIA	360-303 WHATCOMCTY	360-357 OLYMPIA
360-251 MARYSVILLE	360-305 WHATCOMCTY	360-358 SHELTON
360-252 OLYMPIA	360-306 WHATCOMCTY	360-359 OLYMPIA
360-255 WHATCOMCTY	360-307 SILVERDALE	360-362 BREMERTON
360-259 OLYMPIA	360-308 SILVERDALE	360-363 MARYSVILLE
360-264 TENINO	360-312 WHATCOMCTY	360-365 SNOHOMISH

360-366 WHATCOMCTY
360-371 WHATCOMCTY
360-373 BREMERTON
360-377 BREMERTON
360-380 WHATCOMCTY
360-383 WHATCOMCTY
360-384 WHATCOMCTY
360-386 MARYSVILLE
360-387 MARYSVILLE
360-389 WHATCOMCTY
360-391 MT VERNON
360-392 WHATCOMCTY
360-393 WHATCOMCTY
360-394 POULSBO
360-395 MT VERNON
360-396 POULSBO
360-398 WHATCOMCTY
360-399 MT VERNON
360-400 YELM
360-401 SHELTON
360-402 OLYMPIA
360-403 MARYSVILLE
360-404 MT VERNON
360-405 BREMERTON
360-407 OLYMPIA
360-410 WHATCOMCTY
360-412 OLYMPIA
360-413 OLYMPIA
360-415 BREMERTON
360-416 MT VERNON
360-419 MT VERNON
360-420 MT VERNON
360-421 MT VERNON
360-422 MT VERNON
360-424 MT VERNON
360-426 SHELTON
360-427 SHELTON
360-428 MT VERNON
360-429 MT VERNON
360-432 SHELTON
360-434 SILVERDALE
360-435 MARYSVILLE
360-436 MARYSVILLE
360-438 OLYMPIA
360-440 BREMERTON
360-441 WHATCOMCTY
360-443 PORT ORCH
360-444 HAT ISLAND
360-445 MT VERNON

360-446 RAINIER
360-447 SILVERDALE
360-451 OLYMPIA
360-453 SNOHOMISH
360-454 MARYSVILLE
360-455 OLYMPIA
360-456 OLYMPIA
360-458 YELM
360-459 OLYMPIA
360-462 SHELTON
360-463 SHELTON
360-464 OLYMPIA
360-466 MT VERNON
360-467 SNOHOMISH
360-471 BREMERTON
360-473 BREMERTON
360-474 MARYSVILLE
360-475 BREMERTON
360-476 BREMERTON
360-478 BREMERTON
360-479 BREMERTON
360-480 OLYMPIA
360-481 OLYMPIA
360-483 WHATCOMCTY
360-485 OLYMPIA
360-486 OLYMPIA
360-488 MT VERNON
360-489 OLYMPIA
360-490 SHELTON
360-491 OLYMPIA
360-493 OLYMPIA
360-502 MARYSVILLE
360-503 MT VERNON
360-505 SNOHOMISH
360-507 OLYMPIA
360-509 SILVERDALE
360-510 WHATCOMCTY
360-512 SNOHOMISH
360-515 OLYMPIA
360-516 SILVERDALE
360-519 PORT ORCH
360-525 BREMERTON
360-526 WHATCOMCTY
360-527 WHATCOMCTY
360-528 OLYMPIA
360-530 MARYSVILLE
360-534 OLYMPIA
360-535 SILVERDALE
360-536 SILVERDALE

Appendix

360-539 OLYMPIA
360-540 MT VERNON
360-542 MT VERNON
360-543 WHATCOMCTY
360-545 SHELTON
360-547 MARYSVILLE
360-548 MARYSVILLE
360-549 SHELTON
360-550 BREMERTON
360-551 SILVERDALE
360-552 BELFAIR
360-555 OLYMPIA
360-556 OLYMPIA
360-561 OLYMPIA
360-563 SNOHOMISH
360-568 SNOHOMISH
360-570 OLYMPIA
360-572 MARYSVILLE
360-584 OLYMPIA
360-585 MT VERNON
360-586 OLYMPIA
360-588 MT VERNON
360-592 WHATCOMCTY
360-594 WHATCOMCTY
360-595 WHATCOMCTY
360-596 OLYMPIA
360-598 POULSBO
360-599 WHATCOMCTY
360-603 WHATCOMCTY
360-610 MT VERNON
360-613 SILVERDALE
360-616 BREMERTON
360-617 WHATCOMCTY
360-618 MARYSVILLE
360-620 SILVERDALE
360-621 SILVERDALE
360-626 POULSBO
360-627 BREMERTON
360-628 OLYMPIA
360-629 MARYSVILLE
360-630 MT VERNON
360-631 MARYSVILLE
360-633 SILVERDALE
360-638 KINGSTON
360-647 WHATCOMCTY
360-649 SILVERDALE
360-650 WHATCOMCTY
360-651 MARYSVILLE
360-652 MARYSVILLE

360-653 MARYSVILLE	360-758 WHATCOMCTY	360-873 MT VERNON
360-654 MARYSVILLE	360-765 HOOD CANAL	360-874 PORT ORCH
360-655 EATONVILLE	360-766 MT VERNON	360-876 PORT ORCH
360-656 WHATCOMCTY	360-769 PORT ORCH	360-878 OLYMPIA
360-657 MARYSVILLE	360-770 MT VERNON	360-879 EATONVILLE
360-658 MARYSVILLE	360-778 WHATCOMCTY	360-881 KINGSTON
360-659 MARYSVILLE	360-779 POULSBO	360-888 OLYMPIA
360-661 MT VERNON	360-781 SILVERDALE	360-889 SO PRAIRIE
360-662 SILVERDALE	360-782 BREMERTON	360-893 ORTING
360-664 OLYMPIA	360-786 OLYMPIA	360-894 YELM
360-668 SNOHOMISH	360-788 WHATCOMCTY	360-895 PORT ORCH
360-671 WHATCOMCTY	360-789 OLYMPIA	360-897 SO PRAIRIE
360-674 BREMERTON	360-790 OLYMPIA	360-899 MT VERNON
360-676 WHATCOMCTY	360-791 OLYMPIA	360-902 OLYMPIA
360-680 HOOD CANAL	360-792 BREMERTON	360-908 SILVERDALE
360-684 WHATCOMCTY	360-793 SNOHOMISH	360-913 MARYSVILLE
360-685 WHATCOMCTY	360-794 SNOHOMISH	360-915 OLYMPIA
360-689 SILVERDALE	360-796 HOOD CANAL	360-917 BREMERTON
360-691 MARYSVILLE	360-799 SNOHOMISH	360-918 OLYMPIA
360-692 SILVERDALE	360-801 BELFAIR	360-920 WHATCOMCTY
360-697 POULSBO	360-804 SNOHOMISH	360-922 WHATCOMCTY
360-698 SILVERDALE	360-805 SNOHOMISH	360-923 OLYMPIA
360-701 OLYMPIA	360-812 WHATCOMCTY	360-925 MARYSVILLE
360-704 OLYMPIA	360-813 BREMERTON	360-926 MARYSVILLE
360-705 OLYMPIA	360-814 MT VERNON	360-927 WHATCOMCTY
360-707 MT VERNON	360-815 WHATCOMCTY	360-930 POULSBO
360-708 MT VERNON	360-820 WHATCOMCTY	360-933 WHATCOMCTY
360-709 OLYMPIA	360-822 SNOHOMISH	360-935 WHATCOMCTY
360-710 SILVERDALE	360-824 BREMERTON	360-937 WHATCOMCTY
360-714 WHATCOMCTY	360-826 MT VERNON	360-939 MARYSVILLE
360-715 WHATCOMCTY	360-830 BREMERTON	360-941 MT VERNON
360-716 MARYSVILLE	360-832 EATONVILLE	360-943 OLYMPIA
360-722 MARYSVILLE	360-840 MT VERNON	360-951 OLYMPIA
360-724 MT VERNON	360-848 MT VERNON	360-955 RAINIER
360-725 OLYMPIA	360-850 BREMERTON	360-956 OLYMPIA
360-731 SILVERDALE	360-853 MT VERNON	360-960 YELM
360-733 WHATCOMCTY	360-854 MT VERNON	360-961 WHATCOMCTY
360-734 WHATCOMCTY	360-855 MT VERNON	360-965 MARYSVILLE
360-738 WHATCOMCTY	360-856 MT VERNON	360-966 WHATCOMCTY
360-739 WHATCOMCTY	360-858 ROCHESTER	360-968 SHELTON
360-741 OLYMPIA	360-860 KINGSTON	360-970 OLYMPIA
360-744 BREMERTON	360-862 SNOHOMISH	360-971 OLYMPIA
360-746 WHATCOMCTY	360-863 SNOHOMISH	360-981 SILVERDALE
360-752 WHATCOMCTY	360-866 OLYMPIA	360-982 MT VERNON
360-753 OLYMPIA	360-867 OLYMPIA	360-988 WHATCOMCTY
360-754 OLYMPIA	360-868 SHELTON	360-990 BREMERTON
360-755 MT VERNON	360-870 OLYMPIA	564-500 SNOHOMISH
360-756 WHATCOMCTY	360-871 PORT ORCH	564-555 OLYMPIA
360-757 MT VERNON	360-872 ORTING	

