ENGINEERING SHARED ENVIRONMENT RESPONSIBILITIES

Fiscal Team
- Procurement (Handled by the Procurement Specialists)
  - Purchase Request Form
    - For general purchases either via procard or Workday
  - Purchase Order - Change or Close
    - To cancel a PO
    - To make changes to a PO
    - To close a PO
  - General Finance Help Request Form
    - To pay supplier invoices when a PO has not been created
    - To request a contract review
    - General help questions related to purchases
  - Credit Card Services Form
    - Requesting new procards
    - Requesting limit increases on procards

- Travel and Expense Reimbursements (Handled by the Reimbursement Specialists)
  - Non-Employee Payment Request Form
    - Reimbursement requests for non-UW employees
  - Non-Travel Reimbursement Request Form
    - Non-travel expense reimbursements for UW employees
  - Travel Spend Authorization & Reimbursement Request Form
    - Travel-related expense reimbursements for UW employees
  - General Finance Help Request Form
    - General help questions related to travel and non-travel expense reimbursements

- Compliance (Handled by the Compliance Analysts)
  - Travel expense reimbursement compliance
  - Expense reimbursement compliance
  - Non-UW employee reimbursement compliance
  - Procurement compliance
  - General help questions related to compliance

Financial Team
- Fund Transfers (Handled by the Finance Manager and Grant and Finance Director)
  - There is a Funding Transfer Request Form, but instead, please email Scott Koziol with fund transfer requests – skoziol@uw.edu
    - Funding transfers to include charging other UW entities for services you may have provided
    - Moving funds from the central receiving account to specific worktags
• Accounting Journal Entries: Post-Workday Non-Payroll Expense Transfers (Handled by the Finance Manager)
  o Procurement Accounting/Worktag Adjustment Request Form - OR -
    ▪ Changing work tags on transactions within the same funding
  o UW Academy Accounting Journal Entry Request Form
    ▪ Transfer of expenses from one work tag to another (changing funding)

• Accounting Journal Entries: Pre-Workday Payroll and Non-Payroll Expense Transfers (Handled by the Finance Manager)
  o UW Academy Accounting Journal Entry Request Form
    ▪ Transfer of expenses from one work tag to another (changing funding)

• Customer Setup and Invoicing: Accounts Receivable (Handled by the Invoicing Specialist)
  o General Finance Help Request Form
    ▪ To identify that you have an invoice that needs to be created
  o Email Frank Pichanini, Jimmy Zhou, and Megan DeVeau to set up recurring customer invoices for payment

• Request New/Modify Worktags (Handled by the Grant and Finance Director)
  o General Finance Help Request Form

• General Help (Handled by the Finance Manager)
  o General Finance Help Request Form
    ▪ Help with any finance-related activities

Research Accounting Team
• Review Effort Reporting (Handled by the Research Accounting Manager)
  o General Finance Help Request Form
    ▪ Review Effort Reporting for timeliness/compliance
    ▪ General questions

• Subawards and Invoicing (Handled by the Research Accounting Manager)
  o General Finance Help Request Form
    ▪ Help with invoicing, receiving, and PO questions
    ▪ BPO/Subaward close-out questions
  o ospsubs@uw.edu
    ▪ Changing subaward PO's
  o Purchase Order - Change or Close
    ▪ To cancel a subaward PO
    ▪ To make close a subaward PO

• Award Close Out (Handled by the Research Accounting Manager)
  o General Finance Help Request Form
- Reviewing award for final requirements

- General Help (Handled by the Research Accounting Manager)
  - General Finance Help Request Form
    - General help with UW Connect
    - General help with Workday

**Channels of Communication from the Engineering Shared Environment (ESE)**

**Meetings**
- Monday and Wednesday noon drop-in office hours (Through December 2023)
  - Time for individual WD process questions

- Monthly fiscal meeting beginning November 2023
  - WD announcements
  - Central office announcements
  - ESE updates
  - Compliance feedback and discussion
  - General questions

- Time on the agenda during monthly administrator meetings
  - ESE process updates and feedback announcements

**Email**
- **CCoreCoEfisc@uw.edu**
  - Ad hoc in the moment and urgent announcements
    - Pass along central and WD information
  - Notification of upcoming meetings held by the ESE
- **Admins_plus@engr.washington.edu**
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