CWE Administrative Procedures

CWE/EWRE 2019 Students, Faculty and Students

http://cwe.engr.utexas.edu/
Today’s Agenda

• Purchasing Update
  – UT Market – located under UT Direct https://utdirect.utexas.edu
  – UT Travel and Purchasing Request Forms – located https://utdirect.utexas.edu/apps/services/requests/

• Travel
  – Travel Authorization/Reimbursement Requests

• Shipping
UT Market – Checking Out

• Checkout: Select the Checkout button when you are finished shopping. You will be directed to UT Market:
  – Cart Name & Description: Enter information for your reference
  – Pay-from comments: Enter Account Name or Number (ex: Dr. Smith’s NSF:CAREER)
  – Deliver-to comments: Enter UT Building, room, & contact (ex: ECJ 8.306 – JOHN SMITH)
UT Market – Reminders

• UT Market = pre-negotiated contract
  – Shipping costs are often less
  – Preferential Treatment

• Assigned Carts
  – Carts should be assigned to Melissa Pollard whether shipping to Pickle Research Campus or ECJ.
UT Requests

https://utdirect.utexas.edu/apps/services/requests/
Purchase Requests

• Continue to submit purchase requests to Purchase Request Group 00124 “CRWR Purchase Forms”
• Use if the item you need is not on UT Market.
• One request per vendor.
• List each item separately in the request.
UT Requests

https://utdirect.utexas.edu/apps/services/requests/
**TRAVEL COORDINATOR ASSIGNMENTS:**

<table>
<thead>
<tr>
<th>Melissa Pollard (Group 2)</th>
<th>Sherian Williams (Group 3)</th>
<th>Melissa Pollard (Group 1)</th>
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</thead>
<tbody>
<tr>
<td><strong><a href="mailto:aguarius@utexas.edu">aguarius@utexas.edu</a></strong></td>
<td><strong><a href="mailto:sdwilliams@mail.utexas.edu">sdwilliams@mail.utexas.edu</a></strong></td>
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<tr>
<td>512-475-8770, CWR 52</td>
<td>512-417-9964, CWR 61</td>
<td>512-475-8770, CWR 52</td>
</tr>
</tbody>
</table>

- **Lynn Katz’ and her students**
- **David Maidment**
- **Tim Whiteaker**
- **An T Nguyen**
- **David Arctur**
- **Harry Evans**
- **Christine Thies**
- **Manish Kumar and his students**

- **Kerry Kinney & her students;**
- **JP Maestre**
- **Desmond Lawler & his students**
- **Mary Jo Kirisits & her students;**
- **Charlie Werth & his students**
- **Laura Klopfenstein**
- **Navid Saleh & his students**

- **Michael Barrett**
- **Randall Charbeneau**
- **Ben Hodges & his students**
- **Ehsan Madadi-Kandjani**
- **George Ward**
- **Paola Passalacqua & her students;**
- **Lina Sela, and her students**
- **Ahmed Abokifa**
- **Blair Johnson, and her students**
Travel Reimbursement Requests

- Traveler’s responsibility to initiate as soon as possible.
- All **itemized** receipts must be submitted with request.
- Receipts should be in the traveler’s name.
- Reimbursement will go to address listed in RTA.
  - Set up direct deposit (most expedient).
- If a personal vehicle is used:
  - Mileage map on **MapQuest** must be submitted
  - Out of State travel requires flight comparison to show driving was more cost effective
Out Bound Shipping

• Moving away from FedEx/UPS direct accounts
  – Administrative and reconciliation advantages
  – Accounts can be charged directly

• Form for shipping
  – Complete pdf form and submit to staff member for each shipment.
  – All fields are required.
Domestic Shipping Request

All fields are required

Ship From:
Name:
Address (check one):  
[ ] CWE  
10400 Burnet Road, Dept HS000  
AUSTIN, TX 78758-4415
[ ] DEWE  
201 E. Dean Keeton St, Stop CE206  
AUSTIN, TX 78712-117
E-mail:  
Phone:

Ship To:
Company:  
Contact:  
Address:  

Package Info:
Type (check one):  
[ ] Carrier Letter  
[ ] Carrier PAK  
[ ] Carrier Box  
[ ] Carrier Tube  
[ ] Customer Packaging
Service (check one):  
[ ] Ground  
[ ] Express  
[ ] Overnight  
[ ] Other:
Weight (lb):  
Dimensions (in):  

If using standard vendor packaging measurements are not needed.

Account to charge:
(ex. 6th dorm - 072 or department)

Special Instructions:
[ ] Return Shipment  
[ ] Saturday Delivery  
[ ] Signature Required  
[ ] Signature Release  
[ ] Residential Delivery  
[ ] Other  
[ ] Declared Value $
# CWE/EWRE ADMIN STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Bernard</td>
<td>Administrative Manager</td>
<td>(512) 471-0076</td>
<td><a href="mailto:sbernard@mail.utexas.edu">sbernard@mail.utexas.edu</a></td>
<td>CWE Operations, Post Award and Contract Issues, Difficult Research requests, Agency Reporting, Financial Overview, Building Issues, Travel Backup, Proposal Preparation/Revised Budgets, Service Contracts, EWRE &amp; MST Service Center Support, Visa and Visitor Processing, Special Event Support</td>
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<tr>
<td>Sherian Williams-Watson</td>
<td>Senior Administrative Associate</td>
<td>(512) 471-9964</td>
<td><a href="mailto:sdwilliams@mail.utexas.edu">sdwilliams@mail.utexas.edu</a></td>
<td>Travel group 3, All Student assignments and tuition, Subcontract monitoring and invoices, HRMS backup, Travel Documents Approver, Faculty Annual Report Information, Agency Reporting, Filemaker Pro Database master, Visitor and Visa Processing, Faculty Support, Research Account Projection.</td>
</tr>
<tr>
<td>Melissa Pollard</td>
<td>Financial Analyst</td>
<td>(512) 475-8770</td>
<td><a href="mailto:aquarius@utexas.edu">aquarius@utexas.edu</a></td>
<td>Procurement card purchase requests, All Purchase orders, UT Market Requests, Travel Group 1 #2, Key requests for PRC location, Purchasing Receiver, Voucher processing, Financial Projections, Service Contracts, Building and Facilities Issues, EWRE List Serve</td>
</tr>
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Questions?

Please contact a member of the CWE Staff

512-471-3131

http://cwe.engr.utexas.edu/