

**Business Continuity  
Business Services**

**Procurement  
Disbursements  
OneCard  
Mail & Receiving**



# Business Services

- All Units are making alternative measures to support the University's initiatives to meet the public challenge presented by the Covid-19 Coronavirus.
- Operations are continuing, and all of our contact information (phone and mail) remains unchanged.
- Email and phones are continuing to be monitored and acted upon
- Staff are working remotely, so except as noted, regular walk-in service is not available.



# Business Services

## Procurement & Strategic Sourcing

- All Buyers, Assistant Buyers, Vendor Management, and Procard staff are working remotely
  - Receptionist Desk not staffed
  - Visit our [Staff Directory](#) as all staff are available by email & phone
- Requisitions and Amendments (CORs) are being processed in the normal manner
  - 31 Requisitions outstanding as of 1:00 pm today
  - 146 PO's issued in last 7 days
  - 263 DPR's issued in last 7 days
- Purchase Orders with accompanying checks will be mailed out on Fridays
  - In Person Check Pick-up on Fridays between 9 am and 12 noon
- Contracts are being signed via electronic signature (2 year old process)
- WayneBuy Questions may be directed to Liv Coles at [liv@wayne.edu](mailto:liv@wayne.edu)



# Business Services

## Disbursements & Travel

- All Disbursements & Travel staff are working remotely
  - Receptionist Desk not staffed
  - Visit our [website](#) for individual departments and contact information
- Check production will be limited to a single Thursday check run per week
  - Skeletal crew to balance, reconcile, fold, and mail
  - ACH payments are still made 5 days per week (no change)
- Checks marked for Cashier Office Pick-Up will be mailed
  - The exception is Homeland Security checks, held in Disbursements for pick-up
- See the next page for how to submit various transactions not processed in WayneBuy
- WayneBuy Questions may be directed to Dennis Orr at [Dennis.orr@wayne.edu](mailto:Dennis.orr@wayne.edu)



# Business Services

## Disbursements & Travel

<b>SPA Transactions</b>	Email a copy of the SPA and the backup documentation to <a href="mailto:apinquiries@wayne.edu">apinquiries@wayne.edu</a>
<b>Vendor Invoices</b>	Email a copy of the invoice and the backup documentation to <a href="mailto:wsuinvoices@wayne.edu">wsuinvoices@wayne.edu</a>
<b><u><a href="#">Travel Card Application</a></u></b>	Email a copy of the completed application to <a href="mailto:travelwayne@wayne.edu">travelwayne@wayne.edu</a>
<b>Travel Advance</b>	Email a copy of the form and backup to <a href="mailto:travelwayne@wayne.edu">travelwayne@wayne.edu</a>
<b>Petty Cash Requests</b>	Email a copy of the form and backup to <a href="mailto:apinquiries@wayne.edu">apinquiries@wayne.edu</a>
<b>Payment Status Questions</b>	Send an email to <a href="mailto:apinquiries@wayne.edu">apinquiries@wayne.edu</a> or call 577-3661
<b>IRB Questions/Inquiries</b>	Send an email to <a href="mailto:irb.billing@wayne.edu">irb.billing@wayne.edu</a> or call 577-3323



# Business Services

## OneCard Office

- Temp Face to Face Hours – Monday & Thursday 10 am – 1 pm
  - Main purpose is for campus partners & affiliates who cannot be provided service remotely
  - People will be asked to sign in and also to verify remote is not an option
  - Entrance on the West side of building
- Remote Services
  - New or Replacement Card Questions
  - One Tim Use Cards
  - Adding Money to Cards
  - Parking
- OneCard Readers and Door Issues
  - Tech on Campus providing OneCard Reader Service
  - Report by visiting the OneCard form “[Report a OneCard Reader Issue](#)”
  - Report CS Gold Issues to Report a [CS Gold System Issue](#) (BTS)
- OneCard / Parking Service Center contact info: [onecard@wayne.edu](mailto:onecard@wayne.edu)



# Business Services

## Contract Services

- AVI Continues to Service Vending Equipment in Open Buildings
  - Have been instructed to let us know if they cannot access a building
  - Perishable Food will be removed if possible
- Student Print is Only Available where Buildings are Open
  - Most equipment in Libraries or Student Center is inaccessible
  - Where accessible, we are continuing to stock with paper
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# Business Services

## Mail & Receiving

- Inbound Materials continue to be received, and delivered when possible
  - UPS, Fed-Ex, Amazon, etc.
  - Contacted departments where appropriate for either pick-up / drop off at 1200 Holden
  - Arranged for a temp counter-type service desk at Holden
- Currently providing mail and package delivery 5 days / week to Residence Halls
- Special Arrangements with Payroll & Disbursements for Outbound Mail
  - Postage Strips provided in case Mail Services metering becomes unavailable
- Notified Fed-Ex, UPS, Amazon to reroute packages for closed buildings to 1200 Holden
- Contact Leo Lieberman for questions or special assistance at [leo.lieberman@wayne.edu](mailto:leo.lieberman@wayne.edu)





# Business Services



# Wayne State University

