

Onsite Forms and Processing

All forms for onsite registration are on the server and web site

- Server: \\CRU11\Entomology\UrbanIPM_PSEP\ ~Select Current Year ~ \
- URL for PEP Web Links: <http://pep.wsu.edu/PEPWebLinks.html>

For onsite registration, please take the time to fill out the forms including budget coding completely. Turn them in with the onsite packet. Forms are copied from one year to the next and updates are made each year. The upper right hand corner of each form states which color paper for printing.

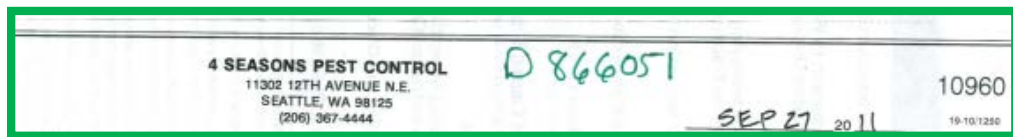
Forms and Their Purposes

CLIENT FORMS

1. EWA or WWA Onsite Registration & Adjustment (print on Green)

These are the registration forms used onsite for Eastern and Western Washington. These combo-forms have all registration, add-day, payment, transfer, and substitution. There is no option for Early Registration since they are registering onsite.

- Fill out this form completely; front and back.
- Ensure you include all the check or credit card information.
- If thought registered they MUST fill out the onsite form and note the contact person name, phone number and email (see #8 for Thought Registered form information).
- Payment section
 - i. Make sure NAME on CHECK (check writer) is on the form — we use this for data entry and refunds
 - ii. Write check number in Payment Section of registration form
 - iii. Receipt Log (check log)
 1. Write log number in Payment Section of registration form
 2. Write log number on the top center on the face of check (example below)



2. Study Materials Order (different forms and process for EWA and WWA) –Filling out this form for EWA aids in the processing of the form in the office.

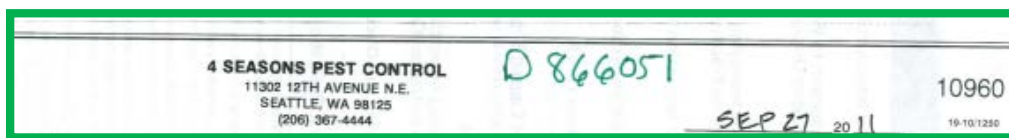
COURSE RECONCILIATION FORMS

1. **Recap (Blue)** – This is an overall recap of the program that is filled out daily and sent in with the onsite packet. This is used to generate invoices and pay bills. If at all possible, please list all state employees that attended the training but were not on the roster.
 - Must have names for lunch bills to be filled out for any lunches for which the program is paying since the information is needed for the Request to Serve Food form.
2. **Roster (White)** – If there are changes to the roster, you can note them on the roster. Make sure to fill out appropriate reconciliation forms.
3. **Reconcile Payments Onsite (Orange)** – Each cash, check, or credit card payment received onsite must be logged on this sheet and paperwork attached. Record total amount per payment type, Receipt Log# or D-Receipt #, and if applicable Check #.
 - There should be an Onsite Registration & Adjustment Form filled out and attached for each one that is listed on this form.
 - If a client pays by credit card, you can give them a Receipt of Credit Card for Payment (new document in 2014-2015) to show payment was received, but not processed. Pullman will send a receipt in two weeks.
4. **No Show (Tan)** – Onsite, after everyone has checked in each day, track those who didn't show up each day.
 - If they check in later in the day, simply put a line through their name and check them off on the roster.
 - Make a note of the time they came in on the No Show Report. This information will be used if a credit is ever disputed.
5. **TransSub (Purple)** – Recap all onsite Transfers and Substitutions. There should be an Onsite Registration & **Adjustment** Form filled out and attached for each person listed on this form.
 - Include those who transfer to other in-person classes or Internet classes
6. **Thought Registered (Yellow)** – Make record of each person who thought they were pre-registered for the course but were not on the roster.
 - They are not required to pay onsite, but they must fill out the Onsite **Registration & Adjustment** Form
 - Include a **contact name, email and phone number for billing**, because it is rare that these people were actually registered and we need to know who to contact for payment.

PAYMENT DOCUMENTATION

1. Filling out a D-Receipt – D-Receipts are used onsite as a receipt for onsite CASH or CHECK payments. If you place a payment (checks only) on a Receipt Log, then do not write out a D-Receipt.

- a. Fill out the D-Receipt completely
 - i. What type of payment received (cash or check only; no credit cards)
 - a. If a check, then a check should be marked:
 - i. Often a person will place the check number in this box.
 - ii. If they do not, make sure it is written in the “Description” part of the D-Receipt.
 - iii. If the D-Receipt is for a check, write the D-Receipt Number on the Check in the upper right side just off center



- b. If cash that would have to be mailed is received then you will need to get a money order for the cash amount. Please stamp the money order with the deposit stamp and include it with the client’s D-Receipt(s) for the cash payments
 - ii. Received By, write your name
 - iii. Date, place the date you received the payment
 - iv. Customer’s Name
 - v. Address
 - vi. Quantity (how many days did they attend or how many of the study materials did they purchase).
 - vii. Unit – this would be day, manual, etc.
 - viii. Description – needs to be complete ~ “1 day Western Washington Recertification Course”
 - ix. Price cost/what it is. EXAMPLES: For a course: \$100/day; for a workshop: \$200.00/workshop; for a manual: \$14.50/manual
 - x. Amount – total amount for that item.
- b. Total Sale (this is the total of the courses and the study materials)
- c. Sales Tax – this applies and will only be filled out if Study Materials or Binders are sold (has to be city in which items were sold. Note the city where the tax was taken).
- d. Total is the Total Sale + Sales Tax

Controller's Copy

Always refer to this receipt no. → RECEIPT NUMBER

WSU RECEIPT WASHINGTON STATE UNIVERSITY PULLMAN, WA 99164 - 1025

RECEIPT FOR:		Customer Order No.	Received By	Date				
Cash	<input type="checkbox"/>		Becky Wagner	10/10/11				
Check	<input checked="" type="checkbox"/>							
Received On Account	<input type="checkbox"/>							
CUSTOMER'S NAME: Bill Bailey								
ADDRESS - PLEASE INCLUDE ZIP CODE: Bailey + Sons								
5718 E. 104 th Street								
Puyallup, WA 98373								
QUAN	UNIT	DESCRIPTION	PRICE	AMOUNT				
2	Day	IPM Workshops	\$200/day	400.00				
2	Day	Puyallup REC	\$100/day	200.00				
		Alicia Bailey						
		Bill Bailey						
		CK # 605		00				
CUSTOMER'S NUMBER			Make check payable to: CONTROLLER, WSU PULLMAN, WA 99164 - 1025	TOTAL SALE				
Fund	App	Proj	Budget	Sr	SS	Project	TT	
440	01	096	4157	430	11	2015	01	600.00
Sales Tax								
149	05	180	7873	900	10	3812		
TOTAL								600.00

WSU 1054-CONTR0001-0788 2004 D866052

Fund	App	Pro	Budget	Src	SS	Project	TT
148	01	09G	4157	430	11	(Current Fiscal Year)	01

2. **Filling out a Receipt Log Sheet** for logging in checks. Credit card payments do not go on Receipt Logs. If a check has been placed on a D-Receipt, do not fill out a Receipt Log. This is because they already have been logged on an official WSU receipt (the D-Receipt).
- Record information in the appropriate boxes on the Receipt Log Sheet. Use a ball point pen as the Receipt Log is a carbon copy and the writing has to go through to the second page
 - Payment received from
 - Last name of the individual on the check
 - or, the full name of the company
 - Amount of the check
 - Date received
 - Payment type (Put a C for check)
 - Budget, Project, SRC and SS boxes, check the example (the project number is the **Current Fiscal Year**)

RECEIPT LOG SHEET CHECKS AND BANKCARDS ONLY						WASHINGTON STATE UNIVERSITY OFFICE OF THE CONTROLLER		
DEPARTMENT		DEPT. NO.	PREPARED BY		DATE PREPARED	LOG SHEET NUMBER		
Entomology		1840	First and Last Name		Today's Date	24656		
PAYMENT RECEIVED FROM	AMOUNT	DATE RECEIVED	PAYMENT TYPE	ACCOUNT NO.				COMMENTS
Last Name on Check or	Registration Amount Only	Place Date	C	BUDGET	PROJECT	SRC	SS	
Business Name				4157	2015	430	11	Nothing Required

MISCELLANEOUS FORMS

1. **Receipt of Credit Card Payment.** Starting 2014-2015, a notice that a credit card was received will be handed out to those wanting some documentation of WSU taking their credit card information. Pullman will mail the person a receipt within 2 weeks of receiving the credit card. A phone number is provided for follow-up by the person if needed.
2. **Transfer to Internet Courses (Salmon)** - When someone misses a day of recertification training, they can transfer to Internet credits instead of another onsite course. This form lets them select which courses they would like to take. Also if they need to leave early they can transfer to an Internet course for time missed. There should be an Onsite Registration & **Adjustment** Form filled out for the transfer and attached for each person listed on the form. If practical, return transfer selection form with the onsite paperwork.
3. **TEV_PEP_Forms Copy** – This is a copy of the Travel Expense Voucher to be given to speakers who will be reimbursed. They need to fill out the fields highlighted in yellow and the cities where they had reimbursable meals, actual miles, and hotel costs. The Fiscal Tech will fill in the correct per diem rates for meals and mileage. They must attach a zero balance receipt for hotels and “other expenses” claimed.
 - a. Social Security Numbers - Please note that a Social Security number is no longer needed on a TEV unless there is a performance/speaker fee. As a matter of fact, they discourage using the Social Security number if there is not a performance/speaker fee.
4. **Travel Reimbursement** – Instructions created to give with the copy of the TEV for speakers to fill out. Make sure the Per Diem rates have not changed before giving this out to anyone.
5. **Exam Request** – Used onsite to compile a list of exams needed by WSDA for the testing sessions for Pre-license.