Business Procedures

1. General budgeting
   a. Strategic Resource Management | Western Michigan University (wmich.edu)
   b. Budget | Western Michigan University (wmich.edu)
   c. Accounting Services | Western Michigan University (wmich.edu)
      i. Accounting Information Questions | Accounting Services | Western Michigan University (wmich.edu)
      ii. Accounting Forms | Accounting Services | Western Michigan University (wmich.edu)

2. Payroll
   a. Payroll | Payroll and Disbursements | Western Michigan University (wmich.edu)

3. Personnel
   a. Academic Affairs Manual | Provost and Vice President for Academic Affairs | Western Michigan University (wmich.edu)

4. Endowments, Scholarships, Gifts
   a. Investments and Endowments Management | Western Michigan University (wmich.edu)
   b. Faculty and Staff Resources | Student Financial Aid | Western Michigan University (wmich.edu)

5. Travel
   a. Travel | Western Michigan University (wmich.edu)

6. Purchasing
   a. Purchasing Department | Logistical Services | Western Michigan University (wmich.edu)

7. Grants and Contracts
   a. Grants and Contracts | Western Michigan University (wmich.edu)

8. Facilities, Surplus, Equipment
   a. Facilities Management | Western Michigan University (wmich.edu)

9. Class Fees
   a. Class-Related Fees | Registrar’s Office | Western Michigan University (wmich.edu)
   b. Run the Cognos report 60.00.25 https://cognos1.cc.wmich.edu/

10. Gift cards
    a. Microsoft Word - Authorization for the Purchase of Gift Cards, Gift Certificates, and Cash Advances.docx (wmich.edu)
    b. gift-card-disbursement-log(1).xls (wmich.edu)

11. Procards
    a. Procurement Card | Payroll and Disbursements | Western Michigan University (wmich.edu)

12. Contract Management System
    a. COLT | General Counsel | Western Michigan University (wmich.edu)

13. Archives
    a. Records Management | University Libraries | Western Michigan University (wmich.edu)

14. Curriculum
    a. Curriculum Review | Faculty Senate | Western Michigan University (wmich.edu)