

# WCNR Business Office Updates



WARNER COLLEGE  
OF NATURAL RESOURCES  
COLORADO STATE UNIVERSITY

## Contact info:

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Location: Smith Natural Resources, room 353

## Fiscal

New Special Course Fee Policy, [read it here](#)

New Purchasing Limits: Effective July 1, the commitment voucher threshold increased from \$5,000 to \$10,000. Personal reimbursement and pcard limits have not changed.

Reminder: All reimbursements must be submitted for processing through the WCNR intranet within 60 days of the trip end or purchase receipt

Our Current processing turn around is 3-5 business Days

Central's processing turn around is 2 weeks to 2 months

## Important Dates:

8/21 – Fall Semester  
Begins

9/4/23 – Offices Closed

Our Annual Meet and  
Greet Session dates will be  
announced soon!

## Proposals

All proposals for external funding (including submissions where CSU would be a subaward) must be submitted to the WCNR Proposal team at least 10 business days before the due date.

All materials need to be in near final form at that time. If materials are still being developed there may be a delay in review and submission.

All final proposal documents must be uploaded or replaced in KR PD at least 48 hours (2 business days) prior to the sponsor deadline to allow the proposal team time to review and to incorporate into the application for submission to the sponsor.

Useful Links:

[WCNR Intranet](#)

[WCNR Manual](#)

[Kuali Research](#)

[AAR](#)