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FREE Amazon Business Prime two-day Shipping

UW Procurement Services is excited to announce that effective May 18, users of Amazon Business will receive 12 months of FREE two-day shipping on [eligible items](#) made through the University of Washington's master account. This means that during the 12-month period, users of the UW Amazon Business account will no longer have to meet the \$49 minimum ordering requirement in order to qualify for the free two-day shipping for eligible items.

Amazon Business allows you take advantage of Amazon's simple purchasing process, wide selection and competitive prices. To join the UW's official Amazon Business account, please contact Ray Hsu at: rayhsu@uw.edu and provide the following information:

- Name of your group
- Name and email address of who will be the [Administrator](#) in your Group (you can have more than one Administrator for a group).
- Names and email addresses of other users to be added to your group and their roles (Requisitioner or Administrator or both)

Note: A Requisitioner is an individual who can place orders on behalf of the UW after they are assigned permissions by the Administrator.

Reminder about your Prime Membership

An important reminder to our campus clients that Amazon Prime is designed to be an individual and personal shopping solution that is not appropriate for making purchases on behalf of the UW. All

purchases made on behalf of the UW should be conducted under the UW Amazon Business Account. The Amazon Prime Membership is set to renew automatically each year unless you [follow these steps](#) to cancel.

Please contact Amazon's Customer Service at 1-888-280-3321 if you have additional questions about Prime Membership cancellation.

Upcoming Amazon Business Webinars

Please click on any of the below links to register for a series of free Amazon Business webinars in June:

[June 5 - 12 PM \(PDT\) Webinar: Get Started with Amazon Business Analytics](#)

[June 7 - 12 PM \(PDT\) Webinar: Set Up Your Amazon Business Account \(Admins\)](#)

[June 8 - 12 PM \(PDT\) Webinar: Get Started with Amazon Business](#)

For more information about UW's Amazon Business Account, please visit our [website](#).

Retention Period Changes for Financial Records

The new retention period for financial records created under state budgets is six years after the end of the fiscal year.

Common financial records impacted by this minor change to the retention period include:

- Accounts Receivable
- Bank Records
- Cash Register Tapes
- CTAs
- ProCard records
- Field Advances
- Packing Slips
- CTIs, ISDs, and other invoices issued by Recharge/Cost/Service Centers

This retention change does not affect grant/contract financial records or CTIs, ISDs, and other invoices received by offices who are billed for services.

For more information on the retention of state budget financial records, visit the [website](#) or contact Records Management Services with questions at urc@uw.edu or 206-543-0573.

New Change Coming from MAA – recharge/cost centers

Effective July 1, the University of Washington will be moving from an annual to biennial rate proposal review methodology for recharge and cost centers. MAA is working on updates to websites, rate proposal, reporting templates and a variety of tools for monitoring purposes. The UW will also be moving from a quarterly reporting methodology to a semi-annual reporting model.

In order to address the upcoming changes in the use of the term “cost center” (budget number) as identified by our new Workday system, it was necessary to develop a new naming convention for recharge and cost centers.

As of July 2017, we are implementing the following revised naming conventions:

Before July 2017	After July 2017	Budget/Program Type
Recharge Center →	Service Center →	11; 20, 21
Cost Center →	Recharge Center →	11; 22, 23

We thank everyone for your patience, and hope that the changes will help lighten your current administrative load. For questions please email recharge@uw.edu.



Paper Reduction at UW

The UW Committee for Paper Reduction has created a [video](#) with information on reducing

paper use featuring many people from across UW.

For more information on paper reduction efforts at UW, visit: <https://green.uw.edu/paper-reduction>.

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