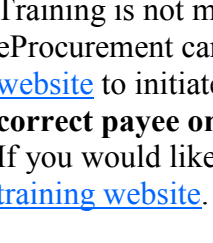


A Procurement Services eNews Flash is information you need to know immediately about changes to work processes or systems.

News Flash



eReimbursements Will be Available to Campus Starting this Monday, February 27th

eReimbursements will simplify the reimbursement process by providing an alternative to paper check requests, petty cash forms and use of revolving funds for employee reimbursements. Please coordinate with your department Administrator before implementing in your department.

Training is not mandatory to access eReimbursements. Any employee with access to eProcurement can access eReimbursements and can use the instructions found on our [website](#) to initiate an eReimbursement to a UW employee. **Make sure to enter the correct payee on the eReimbursement, as it currently defaults to the preparer.** If you would like to attend a training session there are several now posted on our [training website](#).

Additional information regarding eReimbursements can be found here: <http://f2.washington.edu/fm/ps/xr-overview>

Questions? Feel free to contact Accounts Payable at payman@uw.edu and include eReimbursements in the subject line.

eNews Subscriptions

Was this newsletter forwarded to you? Would you like to subscribe to UW Procurement eNews for yourself? If so, why not sign up to receive this timely newsletter directly by clicking on the provided link below. Select Yes and click Subscribe to receive each edition of this periodically published newsletter.

<https://mailman2.u.washington.edu/mailman/listinfo/procurementservicesnews>

If you no longer want to receive our newsletter, you will need to unsubscribe at the same location above by going to the *ProcurementServicesNews Subscribers* section at the bottom of the web page and enter your UW email address and press the *Unsubscribe or edit options* button.

**Procurement Services is a Division of Financial Management within
University of Washington's Finance & Facilities**

If you are having trouble viewing this email you can read it online at: <http://f2.washington.edu/fm/ps/home/communications-and-outreach>

If you have procurement related questions please email: pcshelp@uw.edu



PROCUREMENT SERVICES

UNIVERSITY of WASHINGTON

Finance & Facilities