

Procurement Services

Campus News & Information



July 2024

IN THIS ISSUE:

- **ProCard Use Reminders**
- **Invoice Match Exceptions- Definitions and Job Aid (New!)**
- **Airgas Price Increase Eff. July 15, 2024**
- **EH&S Updated the Biological Use Form**
- **Workday Round Trip Catalog Update**

ProCard Use Reminders:

- The ProCard should be used only by the person to whom the card is issued (the cardholder). The ProCard should not be shared or lent to other staff.
- Do not write any portion of the ProCard number down or share the number with others.
- The UW ProCard is used for official UW business only. Never use the ProCard for personal expenses.
- Completing multiple transactions to circumvent the single transaction limit on ProCard is a violation of ProCard policy. If a charge is over your single limit submit an increase request through the [UW Connect Card Services Form.](#)
- Contracts needing signature must be submitted to the Purchasing for review before requesting a Card Limit Increase through the [UW Connect Card Services Form.](#)
- Verification of card transactions should be a daily, or at minimum weekly, task for all cardholders, reviewers, and approvers.

Invoice Match Exceptions – Definitions and Job Aid (New!)

We are very excited to announce that the Invoice Match Exceptions Job Aid is published and available!

In this Job Aid you will learn:

- *Invoice Match Exceptions: What are they, and why are they critical to my department and the UW?*
- *How do I know if I have a match exception?*
- *What do the match exception terms mean?*
- *How do I correct them?*
- *Who do I contact, and how?*

The Invoice Match Exception Job Aid is located here:

<https://finance.uw.edu/ps/how-pay/invoicing>

AIRGAS PRICE INCREASE EFF. JULY 15, 2024

Please be advised that there will be a 4 percent price escalation for all Airgas products except Nitrous Oxide effective July 15, 2024. Nitrous Oxide pricing will be increased by 5.0% due to global supply issues effective July 15, 2024.

Your Airgas sales representative is:

Kerry Davidson

360-754-7600

KERRY.DAVIDSON@AIRGAS.COM, www.airgas.com

EH&S UPDATED THE BIOLOGICAL USE FORM

The EH&S Biological Use Authorization form that is required for Human Blood, Organs, and Tissue exception item purchases has recently undergone revisions with the goal to clarify and improve the questions necessary for the biosafety risk assessment for biohazardous research approval by the Institutional Biosafety Committee (IBC) and EH&S Biological Safety.

The 2024 version of the BUA and BUA Change applications are available on the EH&S Biological Research Approval webpage. Previous versions of the application will not be accepted after August 31, 2024.

For more information visit:

<https://www.ehs.washington.edu/biological/biological-research-approval>

[Workday Round Trip Catalog Update](#)

Procurement Services has added Linde to its growing list of Round Trip Catalog Suppliers in our effort to further streamline the Workday ordering experience for our campus customers. We especially want to thank the Department of Laboratory Medicine and Pathology for working with us on the initial testing of this newest catalog. We will provide more updates as we continue to develop and optimize our list of Round-Trip catalogs.

