



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

PLEASE NOTE THAT NOT ALL TOPICS IN THIS NEWSLETTER APPLY UNIVERSALLY ACROSS ALL UW DEPARTMENTS AND MEDICAL CENTERS. ALWAYS FOLLOW YOUR OWN DEPARTMENT POLICIES.

July 28, 2016

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Headline News

UW Travel Office joins Procurement Services

As part of a reorganization, the UW Travel Office has joined the Procurement Services department. The realignment was effective July 1 and the Travel Office moved to the 3rd floor of Roosevelt Commons West at 4300 Roosevelt Way NE.

All phone numbers and emails will stay the same:

Customer Service:
(206) 543-5858
traveluw@uw.edu
Office Hours: 8:30am - 5pm

What's New in Ariba

Catalog Name Change

Business Interiors Northwest, Inc. (BiNW) has been renamed Catalyst Workplace Activations in the Ariba catalog. However, their legal name remains Business Interiors Northwest, Inc. and should be selected when placing non-catalog orders in Ariba.

Updated Object Codes and Taxability Grid

Departments may have noticed a recent change in Ariba that automatically adds use tax when a taxable object code has been selected and sales tax

Contact Us

Customer Service:
pcshelp@uw.edu

has not been paid. This change reduces the time the invoices are held up in the system for review and expedites the payment process.

However, due to the age of our object code index, many of the codes being used on campus were not aligned with their taxability. The Tax Office has completed a review of the object codes, and in partnership with Financial Accounting, has updated the object code descriptions [webpage](#) and the Tax Office's [taxability grid](#) to better guide departments in selecting codes that appropriately tax (or not tax) purchases.

Any questions regarding the correct object code or suggestions regarding additions to the taxability grid can be directed to the Tax Office at taxofc@uw.edu or 206-685-0571.

Green Office Spotlight

Odegaard Library was recently certified as a Green Office at the Silver level. The staff at Odegaard earned extra points for utilizing carpet squares, which save energy and waste by allowing small carpet sections to be replaced as needed. For more information on the benefits of using carpet squares, see the recent [blog post](#) from UW Sustainability's 'In Our Nature' Blog.

Is your office Green certified? It's easy to be recognized for your sustainability efforts, and you can get free coffee! Learn more at UW Sustainability's Green Office certification [website](#), or contact sustainability@uw.edu for a personalized consultation.

Diverse Supplier Spotlight

Cameron Catering is a locally owned catering company that utilizes fresh produce grown right here in Washington. They specialize in catering food to weddings, social events, corporate events and fundraisers. Not only is their seasonal menu innovative, it also upholds the principals of sustainability and stewardship to the highest degree. Committing to all natural, organic ingredients and using recyclable/compostable packaging is only a few of the efforts that Cameron Catering has taken to uphold these ideals. Suzanne Cameron, owner of Cameron Catering, has proved to be a remarkable leader in sustainable food preparation that showcases artistic flare and delicious memories.

To learn more about how Cameron Catering can help you, visit their [website](#) or contact:

Justine Cosme
justine@cameroncatering.com
206-781-8149

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