W UNIVERSITY *of* WASHINGTON

Procurement Services

Campus News & Information

April 2021

UW EARTH DAY EVENTS

Celebrate the 51st Anniversary of Earth Day on April 22. This year's theme is "Restore Our Earth."

The University of Washington's 2021 virtual Earth Day celebrations will include events hosted by departments and student groups on all three UW campuses during Earth Week and beyond. Although the pandemic keeps us physically distant, our shared values of sustainability and environmental justice can connect us. The UW's **Earth Day events** provide opportunities for connection as we explore the many aspects of sustainability.

Check out the full event lineup on our Earth Day page:

https://green.uw.edu/earth-day-2021

MONTHLY DIVERSE & LOCALLY-OWNED SUPPLIER UPDATE

Monthly Procurement Services profiles one or more of our contract suppliers and this month, we're pleased to share information about the following local small businesses:

THE PART WORKS

Meet The Part Works Team – A local women-owned business specializing in facilities plumbing and specialties distribution. Read their blog to learn about their history with the University and products and services offered.

https://www.thepartworks.com/blog/our-first-customer-the-university-of-washington

BRANDPRIDE

BrandPride is a nationally certified woman-owned and LGBTQ certified business that has been providing amazing promotional merchandise to hundreds of departments and organizations at the University of Washington. We are one of only 10 promotional merchandise vendors at the UW and we are undoubtedly, the best!

During the last half of 2020, our business completely changed. We went from sending bulk products for events to curating custom gift boxes that we shipped directly to individual homes. From virtual meetings to care packages to graduations gifts, we shipped thousands of amazing gifts all over the US and the world.

How will you celebrate your graduating seniors this year? Let us help you come up with something amazing to reward your students and staff.

Please reach out to us at 206 938-8828 x112 or email, **glittertheunicorn@brand-pride.com**

Out with 2020! In with our **NEW 2021 catalog!**
Did you know that BrandPride offers kitting, drop shipment and fulfillment services? We ship globally!

We look forward to working with you!

Elise Lindborg Brand | Pride
CEO & Business Development
206 938-8828 x111
elise@brand-pride.com
she/her/hers

BUSINESS TELECOM PRODUCTS INC. – NEW ARIBA HOSTED CATALOG SUPPLIER

Business Telecom Products, Inc. (BTP), a local business offering smart telecom solutions including headsets and related accessories from manufacturers such as Poly and Jabra are now available by logging into Ariba and searching under the OMWBE CERTIFIED DIVERSE SUPPLIERS. BTP is a Minority Women-Owned Enterprise (MWBE) certified by the State of Washington Office of Minority and Women's Business Enterprises (OMWBE).

Meet the team: Jimi Shah <**jshah@btpi.com**>; Esha Vimawala <**evimawala@btpi.com**

FOOD POLICY RELATED TO VIRTUAL MEETINGS

Procurement Customer Service has received many questions during the pandemic related to the purchase of meals and light refreshments while employees are working remotely and participating in virtual meetings. Food purchases are generally not allowed for employees working remotely. Mere virtual attendance at a department meeting in itself is not a permissible event for providing food items.

The food policy has strict criteria for allowable food purchases. The meals or light refreshments must be "an integral part of an official University meeting or formal training session, such as when hosting a lunch speaker and when obtaining meals away from the meeting location would be disruptive to event continuity." An example would be an off-site event location or conference room away from the employee's routine work location, in situations where food may not be available. Additionally, there may be personal tax implications unless the meal is related to employee travel or where the meal doesn't align with the UW Meal and Light Refreshment Policy (see the link below).

Food purchases are acceptable when the meal provided is the recognition for work-related accomplishments, provided during a documented formal recognition event and adheres to the university recognition policy. https://hr.uw.edu/talent/recognition/employee-recognition/faq/

Many UW budgets have restrictions and do not allow food or alcohol purchases; a discretionary fund may be used instead. Note that even discretionary funds should not be used for items that are personal in nature and that may include food purchased for employees working at home, for example. Procurement Services highly recommends UW employees review the University's food policy to understand the

permissibility criteria and compliance requirements of such policy. [Food Approval | UW Finance](#)

2019-2021 Biennium Close Website Coming Soon!

The 2019-2021 Biennium Close **website** will soon contain all of the activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budget(s) or the closing biennium.

The University's fiscal year ends on June 30th, 2021. It is important, considering Generally Accepted Accounting Principles (GAAP), that the transactions be recorded in the correct reporting period. Therefore, departments should submit their accounting documents to the appropriate departments prior to biennium close processing cutoff dates that will be listed on the **Biennium 2019-2021 Cutoff Date Calendar.**

Also, check out the MyFD Biennium & Fiscal Year Close **webpage** for dates specific to MyFD such as Expense Transfers and Journal Vouchers.

"ASK US ANYTHING ABOUT PURCHASING!" WEBINAR

Join our free-form monthly Zoom sessions to learn and ask questions about contracting, sourcing, and purchasing processes. We meet the third Thursday of the month from 1-2pm. Registration links are updated here, **https://finance.uw.edu/ps/upcoming-events**.

Please let us know if there is a topic, you'd like us to address at an upcoming session by sending an email to: Lynn Magill **lmagill@uw.edu** or Tricia Demarest **triciaod@uw.edu**.

DON'T FORGET ABOUT DES!

Washington State requires all employees whose jobs include procurement-related duties to fulfill state training requirements per RCW 39.26.110. Please see the page below, to determine the exact courses and timeframe that employees need to follow within your department/school. You can also, sign up for email and text updates from DES on the page, below. DES site: **https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development**.

Once you have determined the courses that your department/school must keep on file, your department/school will need to designate a UW employee to coordinate DES access with the state. Your department/school's designated employee will email DES to have the appropriate staff gain access onto the DES training site as needed. For more information or

clarification on any state training requirements and processes, please reach out to DES directly per their website.

Q & A

Dear PCS,

How do I check the open balances on my budgets and request they be closed before biennium?

DEAR OPEN BALANCES,

Please review the **Encumbrances and Open Balance** web page on the **MyFD** website. It provides instructions on how to view the Open Balance report in MyFD. For instructions on how to close the open balance on your Catalog and Non-Catalog purchase orders, see **Changing or Closing ARIBA Catalog and Non-Catalog Orders** and for BPOs, see **Changing or Closing BPOs**