

Procurement Services

Campus News & Information



January 2024

IN THIS ISSUE:

- Annual Notification: Anti-Kickback, Conflict of Interest, Whistleblower Act, Hotlines
- New/Renewal/Replacement JP Morgan Chase Cards Mailing Direct
- “Fetch the Future-Rethink the Ink”
- Don’t Forget About Required Department of Enterprise Services (DES) Procurement Training

ANNUAL NOTIFICATION: ANTI-KICKBACK, CONFLICT OF INTEREST, WHISTLEBLOWER ACT, HOTLINES

Link: [Annual notification: Anti-kickback, Conflict of Interest, Whistleblower Act, Hotlines | UW News \(washington.edu\)](#)

NEW/RENEWAL/REPLACEMENT JP MORGAN CHASE CARDS MAILING DIRECT

Hello, Account Holders,

Beginning January 6, 2024, all accounts will have their card mailed directly to the account holder at the billing address listed in PaymentNet. This includes physical cards for ghost accounts and CTAs – these will no longer be cardless accounts.

ProCard and ITC holders – Approximately 4-6 weeks before your card expires you will receive your renewal card. You are still required to follow a renewal process to renew the account. This office will send you an email with the links and additional information you will need to renew

your account before your card expires. If the steps are not complete by the end of the month in which your card expires then your card will be suspended until the renewal steps are completed.

Ghost Accounts and CTAs – there is no renewal process. These accounts will still automatically renew. The difference is that you will receive a physical card. You will still need to activate the account before using it.

If an account has changed and you are no longer the account holder, please contact procard@uw.edu with the updated account holder information (ghost or CTA) or request to close the account.

“FETCH THE FUTURE—RETHINK THE INK”

Back in January 2020, Records Management Services realized that the UW was on a fast track to going paperless. Fully supportive of this trend, we came up with what we started calling our 2022 Initiative which has evolved into “Fetch the Future—Rethink the Ink.”

Hard to believe it’s been four years since our initial idea and two years since we hit our Fetch the Future milestones of closing the UW Records Center to new boxes and creating new resources, see our [Fetch the Future](#) webpage, to support the UW going paperless.

We continue on this path working with UWIT and our Finance colleagues to ensure financial records are being managed in central systems so that departments don’t have to keep copies of records attached to Workday.

Schedule a [Going Digital Consult](#) as we work to identify any last gasp roadblocks keeping the UW from fully going digital—and remove them.

DON’T FORGET ABOUT REQUIRED DEPARTMENT OF ENTERPRISE SERVICES (DES) PROCUREMENT TRAINING

See Procurement Services Training web page at this link, <https://finance.uw.edu/ps/DES-training>

Washington State requires all state employees whose jobs include procurement-related duties to fulfill certain training requirements per RCW 39.26.110. Workday security roles that may be impacted by the training requirement include: Buyer, Requisition Requester, and Share Environment Requisition Specialist.

Please click the link below, to determine the exact courses and timeframe that employees need to follow within your department/school. DES site: <https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development>

