

Procurement Services

Campus News & Information



July 2020

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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.

COVID-19 ANNOUNCEMENTS

PPE Product Alert – Review [EH&S COVID-19 resources](#) before buying PPE products and use an existing contract supplier, whenever possible.

Contractors and vendors working on or visiting campus are required to complete the **COVID-19 Contractor Symptom Monitoring/Employee Self-**

Attestation Certification. A link to the certification is posted on the [Procurement Services Home page](#).

NEW WEBCAST TRAINING IN AUGUST

... Brought to you by the Procurement Services Training Team!

Competitive Solicitations & Sole Source Justifications: 8/5/2020, 10 am to 11 am

This webcast will focus on:

- ✓ When is a Competitive Solicitation Required?
- ✓ The Competitive Solicitation Process
- ✓ Solicitation Types & Timelines
- ✓ Sole Source Criteria
- ✓ Sole Source Justification Guidelines

To register for this webcast, go to: <https://finance.uw.edu/ps/upcoming-events>

PPE SUPPLIES

The central procurement site for purchasing cleaning supplies and PPE is now open on the Creative Communication (C2) website. To gain access to the storefront, you must submit an [access request form](#). Your department fiscal administrator or manager should submit the access form and authorize 2-3 department people to place the actual order requests. Please remember that these supplies are in high demand and you should order only what you need. Please coordinate with your department's COVID-19 site supervisor.

PAYMENTS IN ADVANCE

Accounting guidance has been added to Procurement Policy, Section 7, Payments in Advance.

Payments in advance for allowable exceptions that exceed \$100K must be expensed in the period the work is to be performed or services are to be provided, rather than at the time of payment. Any amounts paid that relate to work to be performed or services to be provided in a future period should be recorded as a prepaid item in the GL.

Example: On July 1, 2021, the University enters into a 3-year software subscription agreement at a total cost of \$300K to be paid in advance. The

University's fiscal year end is June 30. The accounting entries related to this agreement are reflected, below:

<u>Date</u>	<u>GL Account</u>	<u>Dr</u>	<u>Cr</u>
7/1/2021	Prepaid Expenses	\$300K	
7/1/2021	Cash		\$300K
6/30/2022	Non-capitalized Software Expense	\$100K	
6/30/2022	Prepaid Expenses		\$100K
6/30/2023	Non-capitalized Software Expense	\$100K	
6/30/2023	Prepaid Expenses		\$100K
6/30/2024	Non-capitalized Software Expense	\$100K	
6/30/2024	Prepaid Expenses		\$100K

Prepaid Expenses

<u>Date</u>	<u>Dr</u>	<u>Cr</u>	<u>Balance</u>
7/1/2021	\$300K		\$300K
6/30/2022		\$100K	\$200K
6/30/2023		\$100K	\$100K
6/30/2024		\$100K	\$0K

Please contact Financial Reporting (accountg@uw.edu) with any accounting-related questions.

**PUBLIC AGENCY OF THE YEAR LEADERSHIP AWARD:
UNIVERSITY OF WASHINGTON**

The Northwest Mountain MSDC recognizes excellence in performance, annually. On Friday, June 26, 2020, the Northwest Mountain Minority Supplier Development Council (Northwest Mountain MSDC) recognized organizations and individuals that excel at advocating, promoting, and contracting with Minority Business Enterprises.

Presented to the Public Agency and Private Sector Corporations that commit to the practice of Minority Business Enterprise inclusion.

Public Agency of the Year Leadership Award: University of Washington



Founded in 1978, the Northwest Mountain Minority Supplier Development Council is a nonprofit organization whose mission is to drive economic value by equalizing opportunities.

As an affiliate of the National MSDC, the Council certifies minority-owned businesses and provides access to supplier development, supply chain inclusion, networking events and formal introductions. The Council serves the states of Alaska, Idaho, Montana, Oregon, Utah, Washington and Wyoming.

PRAXAIR PRICE INCREASE NOTIFICATION

Praxair pricing will increase by 3% effective on all orders placed on or after September 1, 2020.

ARIBA CATALOG NEWS



Minority Women Business Enterprise (MWBE) providing office supplies, janitorial, safety, technology and furniture.

New Account Contact: Meet Teresa Brumfield, Regional Sales Director.

Visit their catalog in Ariba and/or contact Teresa (teresa.brumfield@guybrown.com) to learn more about their company and offerings.



When setting up a Dell non-catalog order in Ariba, the quote number should be entered in the item description.

Questions, contact Mitchell McDaniel: mitchell.mcdaniel@dell.com.

DEAR PCS

Dear PCS,

We reimbursed a staff person for a conference registration but the conference has now been cancelled. How do they return the reimbursement funds?

Dear Returning Reimbursement,

The staff person should write a personal check to the University of Washington to return the funds they were given on the reimbursement. If your department has deposit slips, use them to deposit the check. If you do not have deposit slips, send the check to Accounts Payable, Box 354967. Be sure to include the reason for the check (return of funds issued on Reimbursement XRxxxxx) and the budget and account code it should be credited to.

Dear PCS,

Who can receive for a BPO? Due to personnel changes in our department, we need to know who can receive so invoices can be reconciled and paid.

Dear Receiving,

The following people can submit receipts for a BPO. It is recommended that there be a department procedure written when using central receivers so everyone knows who the primary receiver is and who would receive when that person is not available.

- **Preparer of the BPO**

If this person receives, it will trigger the receipt approver role that is set up in ASTRA for a 2nd-approver, as it is an audit rule that the person who creates the BPO cannot receive to have the invoices paid without a 2nd-approver.

- **Contact on the BPO**

No 2nd-approver is needed unless the contact person is also the preparer. For that reason, it is recommended that the contact person be a different person than the preparer.



- **Central Receiver**

This is a role set up in ASTRA and done by org code. No 2nd-approver is needed if the central receiver submits the receipt, as long as they were **not** the preparer of the BPO.

For additional information on receiving, check out the [Ariba Receiving](#) webpage or our [Tutorial](#) webpage.

[PROCUREMENT SERVICES](#)

[ARIBA BUYING](#)

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Customer Service: pcshelp@uw.edu

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