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**W** UNIVERSITY of WASHINGTON

# Procurement Services

## Campus News & Information



November 2022

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## ARE YOU PLANNING A HOLIDAY PARTY/EVENT FOR YOUR DEPARTMENT?

If you are planning a holiday party or event for your department this year, please be sure to check the Food Approval Policy <https://finance.uw.edu/food-approval> for policy guidance and the Planning an Event web page <https://finance.uw.edu/ps/how-buy/planning-event> for information on using contracted caterers. Many UW budgets have restrictions or prohibit food and alcohol purchases.

The Food Approval web page ensures that all expenses charged to university budgets are allowable and eligible for the funding source. The Guidance Matrix located on the Food Approval website lists the budget types and typical budget prefixes and describes scenarios of allowable purchases for food or alcohol.

In scenario 4 & column 06, information on discretionary budgets is in the Guidance Matrix, which relates to Food Purchases using discretionary budgets (64-XXXX). Holiday parties, or other staff celebrations, must be paid on discretionary funds. Department policy may require Chair, Director, Dean, or VP approval, delegated to a Department Administrator.

Please keep in mind; discretionary budgets do not require food approval flags or use of the food approval form. The Guidance Matrix assists in determining the food policy alignment with the department budget; be sure to scroll down to review **Conditions, Roles and Responsibilities, and Payments/Reimbursement** sections for the specific type of event the food is being purchased for.

You will also want to know the state, county, or city **vaccination and mask requirements** for your event location.

## PLANNING A CATERING EVENT – CHECK OUT OUR UPDATED LIST OF APPROVED CATERERS

We are expanding opportunities for local businesses by simplifying the application process for caterers to be added to the university's list of approved caterers.

We focused on increasing the number of women and minority-owned businesses and have posted a living catering list on the Procurement [website](#). We'll update the catering list as new businesses complete the registration process.

If you are aware of a caterer you would like to see added to the approved list, please direct them to our application process [here](#). Thank you for supporting our local small businesses.

## DECEMBER 2022, "ASK US ANYTHING ABOUT PURCHASING!" WEBINAR

Join our free-form monthly Zoom sessions to learn and ask questions about Contracting, Sourcing, and Purchasing processes. Our lead off topics are discussion starters, but we really want to focus on your questions. We meet the third Thursday of every month from 1-2pm.

**On December 15, 2022, our conversation starter will be: Hiring A Contractor: Tips and Guidelines**

**Are they an employee or a contractor? How do I find one? What are best practices? Our Procurement Contract Managers and Tax Office will be on hand to help!**

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 us an email: Lynn Magill [lmagill@uw.edu](mailto:lmagill@uw.edu).

## SCIENTIFIC SUPPLIER NEWS

**Cell Signaling Technology** and **BioLegend** will implement price increases January 1, 2023.

**VWR/Avantor** has a new on-campus sales rep, Kathleen Rose. Kathleen can be reached at (253) 649-3482 or via email at [Kathleen.rose@avantorsciences.com](mailto:Kathleen.rose@avantorsciences.com).

**bio-techne aka R&D Systems** is seeing an increase in past due invoices. Many of these are caused by price mismatches between the purchase order and the invoice. Procurement recommends purchasing bio-techne products via the **Fisher Scientific catalog**. Many items are available at lower prices.

If you choose to place an order directly with bio-techne, be sure to get a written price quote to avoid price disputes.

**Linde/Praxair** is also seeing an increase in past due invoices. If you use a BPO for your Linde purchases, please remember to “receive” your invoices in a timely manner and make sure your BPO has funds available. If an invoice is incorrect, be sure to submit an Invoice Reject Request. For more information on receiving, visit: <https://finance.uw.edu/ps/how-to-buy/receiving>

**Linde** has a new on-campus sales rep, Kyle O’Malley, [kyle.omalley@linde.com](mailto:kyle.omalley@linde.com).