



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.

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[UW CONTRACTS](#)

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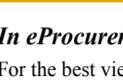
eProcurement Supplier News

Tech Depot now Integrated in Office Depot Catalog



Tech Depot has been integrated into the Office Depot catalog in [eProcurement](#). Customers will no longer punch out directly into the Tech Depot catalog as all of their technology products are now available through the Office Depot punch-out catalog.

Customers can contact [Santana Garcia](#) directly (888-707-7040 x12858) for any questions about technology products and while you're at it, ask about special UW pricing.



Procurement Tips & Tricks

How do I review the list of current Non-PO Funding Approvers?

A detailed description in how to review the list of current Non-PO Funding Approvers is in our [FAQ area](#), and you can go directly to the answer here: <https://f2.washington.edu/fm/ps/node/4274>

Do you know what the Remittance Note field is for on your eReimbursement, Non-PO Invoice, or P2I payments?

The Remittance Note (or Remit Note) field is used to provide the supplier or individual with more information about what the payment is for and prints directly on the payment notice. The field gives you an additional 50 characters of space to put in details about the payment, such as NY Conference or UW Commencement Performance. Extra information is always helpful when matching a payment to an invoice or service, and may even reduce the amount of phone calls to you. Give it a try!

In eProcurement, what account code should I use?

For the best view of how your department spends money, we recommend using the account code that best fits the purchased good or service.

Please refer to the account code website located at: <http://www.washington.edu/admin/finacct/obcodes/>

You might also find it helpful to visit the taxability grid at the Tax Office web page, located at: <http://f2.washington.edu/fm/tax/taxability>

Are you in need of paying research subjects by card or by email?

Banking & Accounting Operations has a VISA Cash Card and gift card option with discounted rates per card.

For more information, please email bnkadmin@uw.edu for pricing, questions, and setup.

Training



New Online Sales and Use Tax Training

The Tax Office now offers the **Washington State Sales and Use Tax Training online**. Anyone interested in taking this training can take it by going to the Tax Office Training website: <https://f2.washington.edu/fm/tax/training/sales-and-use>.

If you prefer an in-class training option you can register for one of these upcoming classes.

[Employee Vs Independent Contractor Training](#)

Wed, Jul 16, 2014 - 1:00 pm - 2:30 pm

Purchasing 224 (bid room)

[Advanced Sales Tax Training](#)

Tue, Jul 29, 2014 - 1:00 pm - 2:15 pm

Purchasing 224 (bid room)

Business Diversity Info

Diverse Catering List



"Looking to add a different flavor to your lunch meetings or events?"

The Business Diversity Program has compiled a list of small and diverse caterers for your convenience. The list of caterers are capable of providing boxed lunches for a few people, catering a large event for a few hundred people and everything in between. Check out some of the local flavor by clicking [here](#) to see the list"

Green U News

Climate of Change Video

Watch the *Climate of Change*, 4-part sustainability video series: <http://green.uw.edu/climate-of-change>.

Join us on an exciting journey through the eyes of UW students, faculty and staff. Climate of Change video project was made possible through a university-wide collaboration of our students, faculty and staff at our Seattle, Tacoma and Bothell campuses.



"Sustainability: It's in our nature"

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<https://mailman2.u.washington.edu/mailman/listinfo/procurementservicesnews>

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Procurement Services is a Division of Financial Management within University of Washington's Finance & Facilities

If you are having trouble viewing this email you can read it online at: <http://f2.washington.edu/fm/ps/home/communications-and-outreach>

If you have procurement related questions please email: pcshelp@uw.edu