



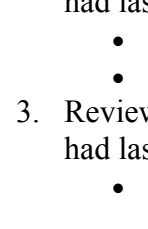
Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

Happy New Year!

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Headline News



Closing All Old or Expired Purchase Orders in PAS
 Procurement Services has taken on another project in which we are reviewing, analyzing and closing old and expired PAS purchase orders to reduce the volume of paper invoices processed by Accounts Payable and to reinforce the utilization of [eProcurement modules](#) that are replacing the purchasing functionality of PAS.

Project Details:

1. Close purchase orders with total order amount \$10K and less, placed prior to 2010 and had last payment activity 2010 and earlier. Total number of purchase orders 5317.
 - Goal: close these orders by January 31 2013.
 - Status: In Process – 95% completed
2. Close orders with total order amount \$10K and less, placed 2011 and prior, had last payment in 2011 and earlier. Total number of purchase orders 2641.
 - Goal: close these orders by January 31 2013.
 - Status: In Process, 5% completed
3. Review orders with total order amount \$10K and less, placed 2011 and prior, had last payment in 2012 and earlier.
 - Close orders paid June 2012 and earlier.
 - Status: not started
 - Send letters to customers regarding orders that had a payment date July 1 2012 and later.
 - Status: not started
4. Coordinate with OSP office regarding expired subcontracts that have not been closed or liquidated in PAS

Follow the project status in the Procurement Project Pipeline website and for more information please contact [Michelle Schrader](#) or [Pramilla Chand](#).

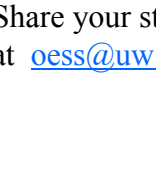
stay in touch

Stay in Touch with eProcurement Projects

Are you curious about what's going on with eProcurement? We have a number of concurrent projects in development at various stages of completion. These projects extend the use of eProcurement with modules that are efficient and cost effective purchasing solutions that are replacing the purchasing functions of PAS.

The [eProcurement Extension Matrix](#) explains the purpose of the project, the types of transactions that it is to be used for and what current purchasing method it is replacing.

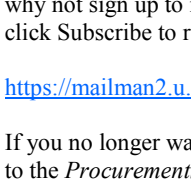
Reminder



Pickup location for AP Checks is moving to Mailing Services

AP check pickup location will be changing to Mailing Services on **January 16th**. Please note that you can continue to request to have special handling checks sent to your box number instead of flagging it for pickup. [Read More...](#)

Green U News



Make your Green Resolution and take the UW Sustainability Pledge

Start the new year green! You're already doing good things to help make our planet more environmentally sustainable. You take the bus, bring your lunch and always bring your shopping bag to the grocery store. So why not make a commitment and learn more ways to become environmentally conscientious. Get your office to take the pledge and share your green resolutions with us!

Pledge now at <http://green.washington.edu/pledge>

Share your story by emailing us UW Environmental Stewardship & Sustainability at ocess@uw.edu

Sustainability: It's in Our Nature

<http://green.washington.edu>



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