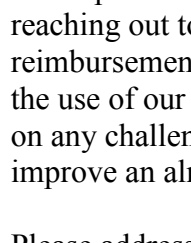




*Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.*

## Headline News

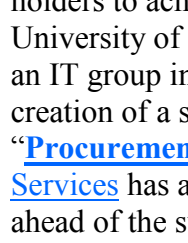


### Measuring eReimbursement Success

Congratulations to our campus partners for a job well done. Eighty percent of all employee reimbursements are now going through [eReimbursements](#) versus the old and slower paper check request process. Out of that adoption percentage, 91% are receiving their reimbursements through direct deposit.

It's important to note, starting next month in June, Accounts Payable will be reaching out to departments who are still submitting check requests for employee reimbursements. The purpose for this is twofold; first to inform and instruct on the use of our new paperless reimbursement system, and second; to get feedback on any challenges in using eReimbursement. Your ideas and suggestions will help improve an already vastly improved process.

Please address questions or comments to [Julie Condit](#) (206-685-0571).



### Connecting with the Campus Using Data

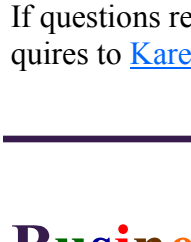
Procurement Services recently sent a couple of staff members to attend a Regional Summit sponsored by the University Spend Collaborative. Procurement Services has been working with the collaborative for the last couple of years to benchmark supply costs using their analytical "Spend Compass" tool.

The summit provided an interactive forum to share ideas and to network with progressive peers on the west coast. The primary focus was the development of communication strategies to work effectively with the campus in driving procurement behavior change for critical long-term and sustainable cost savings.

The attendees shared approaches in how data is presented to department stakeholders to achieve support from key constituents across campus. In particular, the University of Washington shared how we have placed an emphasis in developing an IT group in Procurement Services, whose primary responsibility has been the creation of a suite of procurement related reports which is aptly named "[Procurement Desktop Reports](#)". In conjunction with the reports, [Procurement Services](#) has also focused on [Communications & Outreach](#), so we were further ahead of the summit attendees and were able to share our data rich approach to outreach.

If you're interested in scheduling an outreach business review meeting, please contact [David Wright](#), or if you have questions or comments regarding Procurement Desktop Reports, email [pdreport@uw.edu](mailto:pdreport@uw.edu).

## A Procurement Tip



### Graduation is a Time for Celebration.....

*.....And if food is to be a part of the festivities, there are some important things to consider, to ensure those purchases are done in the correct way.*

Departments are authorized to use state and self-sustaining budgets to purchase meals and light refreshments served to employees, and official guests (includes students and other non-employees integral to the purpose of the event) in conjunction with meetings, formal training sessions and employee and/or student recognition events. To do it properly, be sure to visit the [Food Approval](#) web page on the next occasion requiring the purchase of food. The web page contains information on our food purchasing policy, how it's applied and the allowed costs and conditions for its use.

If questions remain regarding food policy and procedures, please direct your inquiries to [Karen Long](#) (206-221-0220).

## Business Diversity News



### Bringing Life Science Suppliers to Health Sciences

The University of Washington recognizes the importance of supplier diversity in our procurement practices and is committed to strengthening and expanding opportunities. Last week, the Business Diversity Program (BDP) joined forces with Procurement Services to sponsor a supplier showcase consisting primarily of small, local and diverse suppliers. The event was held at the South Campus Center with 25 Life Science suppliers displaying their unique goods and services to interested healthcare researchers and professionals. And to the delight of showcase attendees and participating suppliers, *Pinks Bakery* generously donated a couple dozen boxes of their delicious pastries.

This was our first attempt at this type of supplier showcase and we look forward to making this an annual event. To assist in that effort, we would be most grateful if Health Science employees would consider filling out a short [Supplier Showcase Survey specific to Health Sciences](#). The survey should only take a couple of minutes to complete, but if you prefer, you can contact [Angela Battle](#) (206-543-0847) directly to provide comments or suggestions.

## Green Stuff



### Be Purple and Green - Join or Start a Green Team Today!

Did you know there are eleven active green teams on the Seattle campus? Some of the projects green teams have been involved with include a bottle cap recycling program, an edible patio display garden, plastic film recycling and printer consolidation to reduce paper use. You can join or start a green team today by visiting the Environmental Stewardship & Sustainability website for resources and information: <http://green.washington.edu/uw-green-teams>

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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**

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If you have procurement related questions please email: [pschelp@uw.edu](mailto:pschelp@uw.edu)



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