



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.

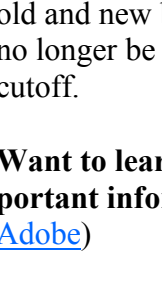
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Headline News



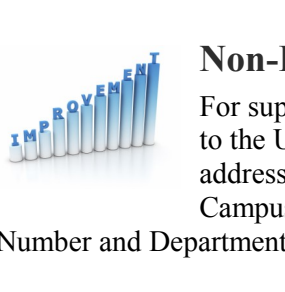
New to Biennium Close?

Many governmental organizations, including the University of Washington (UW), divide their accounting records into two-year periods. Each two-year period is called a “biennium”. During a biennium revenue and expenses are recorded.

At the conclusion of the biennium the records are closed and a new set of records is opened and a “new” biennium is created. At the UW a biennium begins in July of an odd year and concludes at the end of June two years later.

For a month or so after the day a given biennium ends (which is usually June 30), we continue to record revenues and expenses that pertain to the old biennium in the old biennium. This allows UW to record its financial transactions to the appropriate time period. For a short period of time, two separate sets of records are open, one for the new biennium and one for the old. Biennium crossover is the period of time when the old and new bienniums are both open. Biennium close occurs when transactions can no longer be put into the old biennium. There are a series of steps leading up to this cutoff.

Want to learn more about biennium close, the systems impacted and other important information? Check out our brief [PowerPoint presentation](#) (also available in [Adobe](#))



Stay in Touch with Procurement Projects

There are many ways to stay up to date with the process and system improvements in Procurement Services. For the personal touch, we recently finished our winter series of forums. Those presentations are online at <https://f2.washington.edu/fm/ps/training-events/forums>. You can even view a video of an entire presentation at our forums web page.

We also encourage departments to contact us for a possible outreach visit. We go to you, bringing specialist to address any difficulties your department may be having. Or if you just want a sit down session for any purpose, we’re here to make that happen with you. So please consider an outreach by contacting [David Wright](#) at 206-616-7076.

Do you have questions? We have answers online. From understanding the use of [Non-Catalog Ordering](#) to the complexities of [Biennium Close](#), we have an ever expanding amount of information available on our website. [Project updates](#) has its own web page, and we have a quick links box for the most searched items on our website. If you haven’t explored what’s on our website recently, start at our [home page](#) and make it one of your favorites. And as always, give us [feedback](#) on how we’re doing.



Non-PO Invoice Enhancement Reminder

For suppliers who receive payment via check the payment can be forwarded to the UW Campus Department’s box number. When you select the remit address, a line will appear directly below asking you “Send Check to a UW Campus Box”. When you select Yes, you are prompted to enter a UW Box Number and Department Contact name.

Supplier Contact:

Remit To Address:

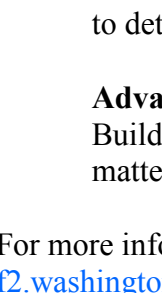
Send Check to UW Campus Box: Yes No

UW Box Number:

Dept. Contact:

If the Send Check to UW Campus Box field does not appear, then the supplier is paid electronically, and receiving a check at your campus box is not an option. For more information, click on the “new changes” document at: <http://f2.washington.edu/fm/ps/nonpo>.

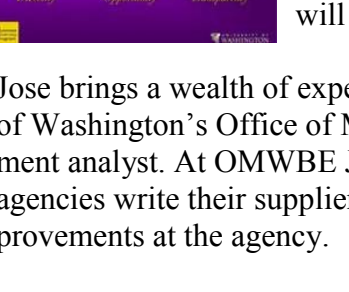
Strategic Sourcing Update



Event Planning Consultation

The Event Planning Consultation “Request for Proposal” (RFP) was issued to assist those departments who organize events for their individual departments. It is the intent to award to multiple vendors but on an as needed basis. RFP is still evaluating proposals and plan to announce the apparent successful supplier this Friday. Stay tuned for more information.

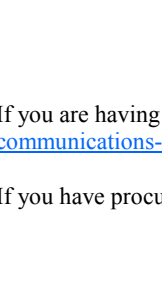
Did You Know?



A MPS Tip

Did you know that most organizations have a significant number of obsolete toner cartridges gathering dust in their departments? By transitioning to Managed Print Services (MPS), toner for your devices could be provided and managed by the supplier! Check out the MPS website at <http://f2.washington.edu/mps/home> to learn more about the MPS program and to schedule an assessment of your department’s copy/print environment.

Training



Need Help on How Tax should be applied?

Scratching your head about sales taxes? Wish you knew a little more about use tax? If so, then you should attend one of the upcoming basic or advanced sales tax trainings.

Basic Washington State Sales and Use Tax

Introduces basic sales and use tax concepts and also the fundamentals of how to determine the taxability of a particular transaction.

Advanced Washington State Sales and Use Tax

Builds on the overview from the basic training and addresses more specific matters such as the taxation of digital goods and Value Added Tax.

For more information on upcoming training dates or to sign-up to attend, visit <https://f2.washington.edu/fm/tax/training>.

Business Diversity News



New Director for Business Diversity Program Hired

After an exhaustive search, Jose Diaz has been hired as the new director of the Business Diversity Program (BDP). Jose will start on Friday, May 17th.

Jose brings a wealth of experience in this field, most recently working with the State of Washington’s Office of Minorities and Women Business Exchange as a management analyst. At OMWBE Jose served on the Small Business Liaison Team, helped agencies write their supplier diversity plans, and was engaged with Lean process improvements at the agency.

For more information about Jose or BDP, please contact [Angela Battle](#), Business Diversity Specialist at 206 543-0847.

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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