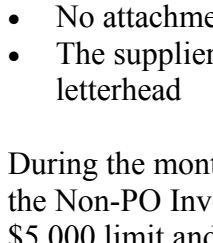




Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

## Headline News



### Low Dollar PAS Requisitions to be Canceled Beginning July 2, 2012

**IMPORTANT:** Beginning **July 2nd**, Procurement Services will be canceling all **NEW** purchase requisitions entered in PAS when:

- The request is under \$5,000 (direct buy limit) **AND**
- Is not on the direct buy limit exception list (see link below) **AND**
- No attachments are included with the requisition **AND**
- The supplier does not require a written purchase order on official UW letterhead

During the month of June, we strongly recommend you become acquainted with the Non-PO Invoice payment process and begin to pay for orders (under the \$5,000 limit and when an official UW purchase order is not required). Procurement Services will send emails to those submitting requisitions, each time a PAS requisition is created and meets the above mentioned criteria, to remind them of the July deadline. By using eProcurement's Non-PO Invoice module you'll be helping your department and the UW reduce overall procurement costs. Learn more about Non-PO invoicing at <http://f2.washington.edu/fm/ps/nonpo>.

Training is available to increase your knowledge about the Non-PO Invoice payment process/requirements, provide an opportunity to try out the system, gain access, and ask questions. We invite you to visit the Procurement Services Training website to review and register for a Non-PO Invoice class at: <http://f2.washington.edu/fm/ps/training-events/classroom-training>.

We send our thanks, in advance, for partnering with us on this important cost saving opportunity. Should you have any questions, please email [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or call 206-543-4500.

### 2012 Fiscal Year End Close Website is Online

Fiscal year end is a good time for campus to review their budgets to ensure expenditures and revenue has been recorded to the appropriate budget for the closing fiscal year. If transactions have not posted to the correct budget there are two mechanisms for correcting entries: MyFD Transaction application and Journal Vouchers.

The 2012 Fiscal Year End Close website is now online under the TOOLS FOR RECONCILING section on the Procurement Services website (direct link is <http://f2.washington.edu/fm/ps/tools-for-reconciling/fiscal-year-end>). This page includes links to the MyFD and JV tools, as well as deadlines to help guide campus departments through the process.

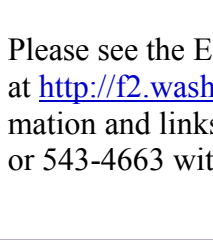
## eProcurement Updates & Information



### Henry Schein is Newest Supplier in eProcurement

Henry Schein offers an extensive selection of dental supplies, medical supplies, pharmaceuticals, vaccines, equipment, software technology, and much more. Their portfolio of practice solutions is designed to support customers and to successfully meet their business goals and achieve optimal patient satisfaction.

Go [here](#) for customer service information and details about the contract.

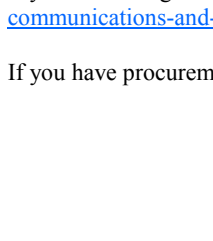


### New eReimbursement Contact Information

Effective June 4th 2012, Procurement Customer Service will handle all eReimbursement inquiries and campus training. The [eReimbursement website](#) has been updated and now reflects the following information:

- Inquiries by email: [eprocare@uw.edu](mailto:eprocare@uw.edu)
- Inquiries by phone: 206-543-4500

## A Procurement Tip



### Purchasing Guidance for Gifts or Incentives

When vendors offer purchase incentives/gifts with any University purchase, the free item becomes the property of the University of Washington. If an employee keeps the free item, they are violating University policy, the Washington State Ethics Law, and potentially federal laws (if in a healthcare setting).

It's not encouraged, but in most cases, it is acceptable to accept items up to the value of \$50 from a single source in a calendar year.

Examples of purchase incentives/gifts that would be considered property of the University include:

- Free \$100 gift card or I-POD with the purchase of a computer
- Free I-PAD with the purchase of a piece of equipment
- Free software with the purchase of a spectrometer

**NOTE:** Employees that participate in contractual (procurement) matters are further restricted from accepting anything of value except as noted in RCW 42.52.150 (4).

Please see the Equipment Inventory Office's Purchase Incentives/Gifts Guidance at <http://f2.washington.edu/fm/eio/purchase-incentives-gifts> for additional information and links to applicable state and federal regulations. Contact [eio@uw.edu](mailto:eio@uw.edu) or 543-4663 with any questions.

### eNews Subscriptions

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

If you no longer want to receive our newsletter, you will need to unsubscribe at the same location above by going to the *ProcurementServicesNews Subscribers* section at the bottom of the web page and enter your UW email address and press the *Unsubscribe or edit options* button.

**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](mailto:pcshelp@uw.edu)



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