



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

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.

February 20, 2018

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HEADLINE NEWS

Use Tax Corrections

Right now many of us are thinking about tax season. Did you know that for UW, “tax season” is every month?

UW files state taxes on a monthly basis, and is required to have accurate data for the amount of use tax due by the 15th day following the close of every month. This is necessary in order to pay the total amount of use tax accrued to the State of Washington by the 25th day after month close.

What is Changing?

We will be transitioning to a new Use Tax Correction process as of May 1, 2018, in order to move closer to the state requirement.

The new Use Tax Correction tool will be more transparent, and timely tax corrections will help facilitate easier and more accurate budget reconciliations. Campus departments will have 30 days from the close of the fiscal month in which payment was made to submit a Use Tax Correction request. Only transactions from the current month and the previous month will be available for correction in this new tool.

Why Is This Important?

[Newsletter Archive](#)

Contact Us

Customer Service:

pcshelp@uw.edu

This new Use Tax Correction period will move UW one step closer to required tax reporting and accounting timelines which the current process does not support since transactions can be corrected for up to 90 days.

What Action Is Needed?

Anticipate large purchases – Steward large purchases through from request to payment to verify proper tax was applied.

Correct use tax frequently – Transactions should be reviewed frequently in order for corrections to be posted within 30 days of month close. We recommend weekly.

Review use tax separately – Full monthly budget reconciliation is not required to correct use tax, and can be completed separately from use tax corrections. The Use Tax Correction process only relates to the amount of use tax charged, or not charged, on a transaction.

We recognize that departments may not be immediately able to meet this strict correction timeline, and are sensitive to feedback received regarding the initial rollout scheduled for March. The new process and timeline requirement will be released on May 1, 2018. At that time, the University expects that departments will be prepared to accurately report use tax on transactions which occurred in the prior month.

Questions regarding sales and use tax can be directed to the Tax Office at taxofc@uw.edu. Questions regarding procurement transactions and how to initiate a use tax correction can be directed to Procurement Customer Service at pcshelp@uw.edu.

Dear PCS,

Our department has been contacted by an individual we paid in 2017 saying they did not receive their 1099 form. What do we do?

Dear Department,

Please have your supplier email the 1099 Desk at ten99@uw.edu and they will work with the supplier to provide the 2017 Form 1099-MISC.

Seattle City Light Program – Energy Rebate - Ultra-Low Freezer Purchases

The University and Seattle City light recently executed an Energy Conservation Agreement to provide rebates for specific models of ultra-low freezers. If your lab is planning to purchase an ultra-low freezer, you may want to consider the **Thermo-Fisher Ultra-Low Freezer TSX600**. This model qualifies for a \$400 rebate from Seattle City Light. Orders can be placed with Fisher through their catalog in Ariba. Contact Erin Glavan at erin.glavin@thermofisher.com or 425-417-0967 for trade in information and promotional pricing available through March 31.

To learn more about other products that qualify for energy rebates, contact Claudia Christensen claudiac@uw.edu.

University Contract News

Thornburg Computer Services, LLC, a local women-owned business is now available in Ariba.

- Authorized reseller for Dell branded and third-party hardware and related services.
- To learn more about their capabilities, contact:
Brett Hanson, Account Manager
bhanson@thornburgcs.com
425.818.5252
www.thornburgcs.com
- When placing orders reference ***UW Contract CW2232845***

Stoneway Electric Supply, a local business is now available in Ariba.

- Electrical, plumbing and building materials wholesaler
- To learn more about their capabilities contact:
Chris Gustafson, Outside Sales
chris.gustafson@stoneway.com
253.569.9049
www.stoneway.com
- When placing orders reference ***UW Contract CW2232629***

Catering Contracts – Did you know?

- Procurement Services establishes and manages contracts with local caterers.
- New caterers are added frequently, so before planning an event, please review the Active UW Contracts List available on the [Procurement Services home page](#).
- To qualify for a contract, caterers are required to respond to a Request for Quote and Qualification (RFQQ) issued by Procurement Services.
- Caterers wishing to be added to Procurement Services list of approved caterers should contact Dawn Lake at dawnlake@uw.edu

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