

Procurement Services

Campus News & Information



February 2022

IN THIS ISSUE:

- From the Procard Office
- March 2022, "Ask Us Anything About Purchasing!" Webinar
- Small Business Supplier Profile – DayoSense Catering

FROM THE PROCARD OFFICE

As campus begins to book travel, we would like to provide the link to Travel Services and the Procard Office travel website.

<https://finance.uw.edu/ps/how-to-buy/travel-purchasing>

<https://finance.uw.edu/travel/>

Purchases made with a Procard for lodging are NOT allowed on the Procard. If you have questions, you can email procard@uw.edu.

Coming Soon - Procard Renewal Training

Is your card coming up for renewal but, you do not want to watch the full Procard training? The training team is developing a Procard renewal training which will be approximately 10 minutes. Watch for the link on the Procard website under trainings.

Renewal Reminder:

We would like to remind renewal cardholders to complete the assessment and submit a renewal application no more than 6 weeks prior to the end of the expiration date month. If submitted early, your application might be denied.

Example, if your card has an expiration date of 4/2022 take the assessment and submit your application after 3/15/2022.

MARCH “ASK US ANYTHING ABOUT PURCHASING!” WEBINAR

Join our free-form monthly Zoom sessions to learn and ask questions about Contracting, Sourcing, and Purchasing processes. Our lead off topics are discussion starters, but we really want to focus on your questions. We meet the third Thursday of every month from 1-2pm.

On March 17, 2022, our conversation starter will be: *Master Contracts*

Master Contracts – what are they, and where can I find them? And why are they important? (They save you time and money!)

Registration links are updated here: <https://finance.uw.edu/ps/upcoming-events>

Please let us know if there is a topic you'd like us to address at an upcoming session by sending us an email: Lynn Magill lmagill@uw.edu.

SMALL BUSINESS SUPPLIER PROFILE –



As campus gradually reopens and more staff return to campus, have you considered arranging a “welcome back” event?

If so, **DayoSense Catering** is ready to create a custom menu for any type of event. A UW contract caterer since 2012, Dayo Jones and her team have worked with a number of departments over the years.

Check out their menu: <http://www.dayosense.com/catering.html>.

UW Contract 19-0038