W UNIVERSITY *of* WASHINGTON

Procurement Services

Campus News & Information

July 2022

PROCARD

The Procard Team reviews ProCard transactions monthly and have noticed some aspects of the Reconciliation Process are being missed. ProCard Team would like to remind all cardholders and reviewers of the reconciliation requirements for each ProCard transaction.

Reconciliation Process

Step 1:

- **Cardholder** logs into PaymentNet
- Review transaction
- Review Use Tax
- Validate budget and object codes
- **ADD NOTES FOR EVERY TRANSACTION**
- Check the Cardholder box
- **Important**: remember to click **Save**
- Complete for all transactions by the 5th business day of the month.

Step 2:

- **Reviewer** logs into PaymentNet
- Validate the Cardholder's transaction
    - Verify <u>detailed</u> Transaction Notes are present and budget & object code are correct
    - Check the Reviewer box
    - **Important**: remember to click **Save**
- Complete the review process by the 5th business day of the month.

Step 3:

- Either the **Cardholder** or a **Reviewer** runs the required UW Transaction Detail with Notes & Account Codes Report. Print, sign, and date the report after the monthly cycle in PaymentNet has closed (typically the 6th business day of the month).

Step 4:

- Retain all documents to adhere to the UW retention policy

AUGUST 2022 "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 August 18, 2022, our conversation starter will be: *Events, Hotels, and Catering*

As more in-person events are being scheduled, let's talk about how to prepare for and book your venue, lodging, and food!

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**.

DON'T FORGET ABOUT WASHINGTON STATE DEPT. OF ENTERPRISE SERVICES (DES) TRAINING!

Washington State requires all employees whose jobs include procurement-related duties to fulfill state training requirements per RCW 39.26.110.

Please see the page below, to determine the exact courses and timeframe that employees need to follow within your department/school. You can also, sign up for email and text updates from DES on the page, below.

DES site:

https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development

Once you have determined the courses that your department/school must keep on file, your department/school will need to designate a UW employee to coordinate DES access with the state. Your department/school's designated employee will email DES to have the appropriate staff gain access onto the DES training site as needed. For more information or clarification on any state training requirements and processes, please reach out to DES directly, per their website.

SUBMITTING PDFs in ARIBA

Please check if your PDF is able for editing when submitting in Ariba. When Procurement Services needs to review agreements and sign them, quite often the PDF is read-only. We then, need to contact the requestor to get a new PDF that is editable for signing and modification. Also, please save your PDF as a common title name. Characters often do not work, and Procurement Services cannot download the PDF in Ariba.