

# Procurement Services

## Campus News & Information



June 2023

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## JUNE 2023, "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 June 15, 2023, our conversation starter will be: Competitive Solicitations**

**Solicitations: What's new? What's Not? We will go over when solicitation is appropriate, who can conduct them (and why), and new diversity requirements that recently went into effect.**

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](mailto:lmagill@uw.edu)

**UPDATE: PROCARD RENEWAL**

**Renewal applications are no longer required to renew your ProCard. Assessment is still required with a passing score.**

ProCards are up for renewal every three years. [Procard@uw.edu](mailto:Procard@uw.edu) will email you two weeks before the end of the month your card expires to help remind you of the process. If the correct assessment is not completed before the card expires, the account will be suspended. The suspension will be lifted after you pass the assessment. Your account will be closed if the assessment is not passed within 30 days after your card expired.

*For example: card expiration is 08/23, then the assessment must be passed by 9/30/23, in order for your account to stay open.*

[ProCard | Procurement Services \(uw.edu\)](#)

**ANNOUNCEMENT: The change to the Temporary ProCard limits has been completed.**

Effective June 2, 2023 through August 1, 2023, the default limits on PROCARDS are \$4999 (single) and \$40,000 (monthly) to assist campus with purchases in relation to the Ariba "black out period."

Cardholders will not need to submit a limit increase during June and July if your purchase is within the temporary default limits. Policy and procedures must still be followed.

*(Excludes accounts with higher limits and UW Medical Center)*

**DON'T FORGET ABOUT REQUIRED DEPARTMENT OF ENTERPRISE SERVICES (DES) PROCUREMENT TRAINING**

See Procurement Services Training web page at this link, <https://finance.uw.edu/ps/DES-training>

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

Please click the link 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 their web page. DES site: <https://des.wa.gov/services/training/contracts-procurement-training/purchasing-procurement-101>

