

Procurement Services

Campus News & Information



May 2022

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OFFICE DEPOT'S NEW NAME IS ODP BUSINESS SOLUTIONS LLC

Office Depot has a new name: **ODP Business Solutions LLC**. You will see the logo has changed in the punch out catalog to **ODP** in yellow.

JUNE 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 June 16, 2022, our conversation starter will be: *Are Online Purchases Contracts?*

If I buy something online and just "click to accept", does that mean I signed a contract? Even if I didn't sign anything?

- **Small Business
Supplier Profile – PS2
Group**

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.

2022 FISCAL YEAR-END WEB PAGE AND CUT-OFF DATES CALENDAR IS AVAILABLE, NOW

The [Fiscal Year-End](#) web page for 2022 is updated with cut-off dates. There are also key dates listed on the [MyFD Biennium & Fiscal Year Close](#) web page. If you have questions, please contact pcshelp@uw.edu.

Please note that Generally Accepted Accounting Principles (GAAP) require recording transactions in the correct reporting period and prior to Fiscal Close processing cut-off dates.

NEW CONTRACT ADDED TO ARIBA: BATTERIES PLUS BULBS

New contract added to Ariba: Batteries Plus Bulbs, CW2243021, off the E and I Contract, CNR01505.

All sorts of batteries - from the standard batteries - to batteries for golf carts, wheelchairs, lithium batteries, everything! If you don't see what is on their website, please ask Ann. And, they are local! They deliver and pick up used batteries for disposal.

[EH&S now, uses Battery Plus to recycle most UW batteries and will support these new full life cycle arrangements.](#)

We have a discount webpage with them or else you can get a quote and pay via Procard or by PO in Ariba.

Contact Ann Manning: ann.manning@batteriesplus.com, 425-399-0107, www.batteriesplus.com/.

[For UW EH&S support, email \[chmwaste@uw.edu\]\(mailto:chmwaste@uw.edu\) or call 206-616-5835.](#)

DEAR PCS,

How do I check the open balances on my budgets and request they be closed before fiscal year-end?

DEAR OPEN BALANCES,

Please review the [Encumbrances and Open Balance](#) web page on the [MyFD](#) website. It provides instructions on how to view the Open Balance report in MyFD.

For instructions on how to close the open balance on your Catalog and Non-Catalog purchase orders, see [Changing or Closing ARIBA Catalog and Non-Catalog Orders](#) and for BPOs, see [Changing or Closing BPOs](#).

SMALL BUSINESS SUPPLIER PROFILE -

Meet Susan Kitzmiller - PS2 Group



Even with over thirty years' experience in the printing industry, Susan says, *"I still love what I do today."* **After learning the trade that would mark her destiny**, Susan started her own printing business because she understood the art and craft of printing and wanted to provide greater service to clients, which have included Tommy Bahama, Holland America, Boeing, the City of Seattle, City University and many more. Susan founded the PS2 Group, LLC in 1998, which is a Washington State Certified Women Owned Business. **Read more [here](#).**

The PS2 Group is your one-stop solution for design, production, printing, fulfillment, distribution of your marketing materials and much more. As your strategic partner, they help you reduce your operating costs and consolidate your workflow. PS2 educates clients throughout the entire printing process, delivers on time and within or under budget. **To find out how the PS2 Group can serve you, explore their many services at <http://www.ps2group.net> .**

Our promise is in the print. *Reach out today!*

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