



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

June 2018

Cardholder Fraud Alerts are Now Available on Your JPMC Card Accounts

It is not too late to protect yourself from fraud!

Enrolling in cardholder fraud alerts is a simple way to strengthen your defenses and keep fraudsters at bay. Sign up to receive a mobile SMS text message, an email and/or a phone call when there's suspected fraud on your account.

Cardholder alerts notify you of suspicious activity on your account and allow you to quickly validate transactions without having to call customer service.

For more information and instructions on how to sign up for fraud alerts, view our [FAQs document](#).

2018 Fiscal Year-End Close – Upcoming July Final Closing Dates

July 9th

- Ariba Invoices
- ProCard/CTA Reconciliation

July 10th

- Revolving Funds
- Field Advance Spend Downs

July 11th

- Recommended - MyFD Expense Transfers w/Central Office Review

July 13th

- Use Tax Corrections

July 16th

- IS/CTI – BA&O JV Uploads
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- Cash Transmittal (CT's)
 - Journal Vouchers – Financial Reporting JV's
 - Journal Vouchers – GCA JV Uploads

July 18th

- MyFD Expense Transfers w/Central Office Review

July 23th - LAST DAY for Campus to submit the following:

- MyFD Expense Transfers
- Final Adjusting JV's
- Final Adjusting CT's
- FASTTRANS Uploads

July 25th - DEAN's DAY

- MyFD Expense Transfers – Deans & VP's only
- Journal Vouchers – Deans & VP's only
- Cash Transmittal – Deans & VP's only

The 2018 Fiscal Year-End Close [website](#) contains all of the activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budgets for the closing fiscal year. If you have any questions, please contact Procurement Customer Service at pcshelp@uw.edu.

Fiscal Year End Reminder Regarding Budget Reconciliation

Fiscal Year Close is a popular time to think about budget reconciliation and other fiscal year end activities. Reconciliation should be completed on a continuing basis each month, [within 45 days of month-end close](#).

The reconciliation process is as follows:

1. Review Transactions
2. Match transactions with supporting documentation
3. Manage supporting documentation as specified by Records Management
4. Investigate and resolve any discrepancies or concerns
5. High-level review and analysis of budget activity by someone accountable for the budget

As a reminder, [use tax corrections](#) can only be completed for transactions in the current and prior months as of May 1st, 2018.

For more information on best practices and monthly reconciliation, see Financial Reporting's [webpage](#).

Dear PCS,

Why did my UW employee receive a check when I selected "direct deposit" in Ariba when I filled out the reimbursement?

Dear Reimbursement,

Please have the employee check their Pay worklet in Workday under “Payment Elections” to verify that direct deposit is selected for payment type of Travel and E-Reimbursement. A bank account is must be set up for direct deposits to be made. If direct deposit is not selected, or a bank account is not set up, the reimbursement will default to check payment and be mailed to the campus box number designated in the Ariba reimbursement.

Dear PCS,

We are hiring a new faculty member for Fall quarter who is moving here, can we pay their moving expenses?

Dear Moving Expenses,

The University of Washington is permitted by the State of Washington to pay moving expenses for eligible, new, or transferring employees. For detailed information, see our [Moving Expenses](#) webpage, which includes information about the recent federal tax reform update regarding personal moving expenses, which are taxable as of January 1, 2018.

Departments paying moving expenses are encouraged to use the Lump Sum Moving Allowance process in Workday, which ensures that taxes are withheld when the payment is made. Additional resources and frequently asked questions (FAQs) are also available on our [Moving Expenses](#) webpage.

New Contract with JR Microsystems, LLC

[JR Microsystems LLC](#), a State of Washington Certified Minority and Woman Owned business, recently finalized a contract with the University to provide technology products, including Lenovo and Hewlett Packard brands. When placing orders, please reference UW Contract UW-18-01-46.

Contact Jennifer Raber to discuss your technology needs: jennifer@jrmicrosystems.net

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

Procurement Services and Seattle City light have executed an Energy Conservation Agreement to provide rebates for specific models of -80 Ultra-low Freezers. If your lab is planning to purchase an ultra-low freezer, you may want to consider one of the following:

Stirling Ultra-Low Freezer, SU780XLE

This model qualifies for a \$600 rebate from Seattle City Light. Orders can be placed with VWR through their catalog in Ariba. Contact [Scott Callentine](#), (206-300-9907), for trade-in information and promotional pricing.

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](#), (425-417-0967), for trade-in information and promotional pricing.

To learn more about other products that qualify for energy rebates, contact [Claudia Christensen](#).

Complete Office Modernized PunchOut Catalog is Now Available

We are pleased to announce Complete Office's successful implementation of a modernized PunchOut Catalog. Some of the features and benefits of the new ordering site are:

- Increased stability/accessibility
- Updated Global Favorites lists
- Ability to create Personal Favorites lists
- Greatly improved speed and search functionality
- Broader product offering

Feel free to contact [Dan Marcus](#) of Complete Office at 425-422-6800 if you need assistance with setting up your Personal Favorites list. If you need assistance while navigating through the PunchOut Catalog, you can use the link labeled "Live Chat Online" in the upper-right corner or contact Complete Office Customer Service at 888-207-7360 / 206-628-0059.

If you have questions on how to find the Complete Office PunchOut Catalog in UW Ariba, please contact Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.

[PROCUREMENT SERVICES](#)

[ARIBA BUYING PORTAL](#)

[UPDATE YOUR SUBSCRIPTIONS](#) | [UNSUBSCRIBE](#) | [VIEW THIS MESSAGE ONLINE](#)

Customer Service: <mailto:pcshelp@uw.edu>

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