


Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

Please note that not all topics in this newsletter apply universally across all UW departments and Medical Centers. Always follow your own department policies.

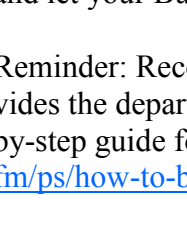
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Headline News

 **eProcurement (Ariba) Blanket Purchase Order Update**

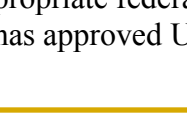
Since early spring of this year, Procurement Services' buyers have been moving existing PAS open and standing orders into the Ariba Blanket Purchase Order (BPO) module. Orders must be moved out of PAS and into an [Ariba module](#) prior to the PAS shut-down date of 1/1/15. Procurement Services' goal is to move all existing PAS orders by the end of this coming October.

How can departments help? Take a few minutes to review your existing open orders and let your Buyer in Purchasing know which ones should be closed.

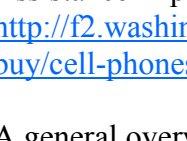
Reminder: Receiving is required for every invoice on a BPO order. [Receiving](#) provides the department an opportunity to review and approve or reject invoices. A step-by-step guide for BPO invoice receiving is available here: <http://f2.washington.edu/fm/ps/how-to-buy/AribaBlanketPurchaseOrders>

 **New Requirement for State-Funded Sole Source Purchases**

Effective January, 2013, sole source purchases over \$10,000 made with *state-appropriated* funds require prior approval by the State of Washington Department of Enterprise Services (DES) unless they meet specific exemptions. They must also be publicly advertised for 10 days before the purchase may be made. In addition, DES requires a minimum of 10 days to review and approve a sole source purchase, but this can run concurrently with the advertisement. Customers should allow two additional weeks for the procurement process if state funds are used. See the following webpage for further details: <http://f2.washington.edu/fm/ps/how-to-buy/sole-source>

 **UW's Procurement System approved by the Feds**

The federal auditors from our "cognizant" agency, ONR (Office of Naval Research), conducted an audit of our federal grant and contract funded purchases in March, 2014. They selected purchase order files worth a total of \$14 Million for their review. They focused on documentation for sole source purchases, and verifying that the appropriate federal terms and conditions were applied. As a result of the audit, ONR has approved UW's procurement system for another 3 years, through June 20, 2017.

 **UWIT Support Service for Smartphones has been Retired**

UWIT support services for Smartphones and Tablets was retired last month. More information and assistance is located here: <http://www.washington.edu/itconnect/connect/phones/smartphones-tablets/>.

Basic information to help with smartphone setup is here: <http://www.washington.edu/itconnect/connect/phones/smartphones-tablets/self-help-mail-configuration/>


Assistance in purchasing a cellphone is here: <http://f2.washington.edu/fm/ps/how-to-buy/procard/buying-with-procard/what-it-can-buy/cell-phones>

A general overview of cell phones and devices is here: <http://www.washington.edu/itconnect/connect/phones/cell-phones/>

Tax Training

Tax Training & Outreach

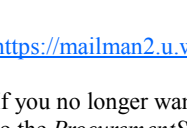
Tax Training: The tax office is offering the another Basic WA State Sales & Use Tax Training on Thu, Aug 28, 2014 - 1:00 pm - 2:30 pm in Purchasing & Accounting Office's Room 224, sign up by visiting <http://f2.washington.edu/fm/tax/training>. If you would prefer to take this training online, sign up at <https://f2.washington.edu/fm/tax/training/sales-and-use>.

 **Tax Office Outreach:** Does your office make external sales to customers outside of the UW? If so, did you know there may be some tax implications? The UW Tax Office would be happy to visit your office to discuss the tax issues involved with external sales. Email the tax office at taxofc@uw.edu to schedule your outreach appointment today!

Green U News

UW Once Again on Green Honor Roll

We are excited to share that UW has been named to the Green Honor Roll by The Princeton Review for the fourth straight year (and sixth time in the seven years of the program). Schools on the honor roll earned a perfect 99 in Princeton Review's Green Rating system. This year UW was one of 24 schools to earn the ranking out of 861 schools reviewed.

 Here is our article on the award for your reference: <https://green.uw.edu/news/uw-earns-4th-straight-green-honor-roll-award>

More resources that may help in your efforts to promote this recognition are: The Princeton Review's [list of Green Honor Roll schools](#), and [their press release](#) regarding the list.

A link to the [UW Sustainability Awards](#) page where this and other awards are posted throughout the year.

[UW Environmental Stewardship & Sustainability](#)
Sustainability: It's in our nature.

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Procurement Services is a Division of Financial Management within University of Washington's Finance & Facilities

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If you have procurement related questions please email: pschelp@uw.edu