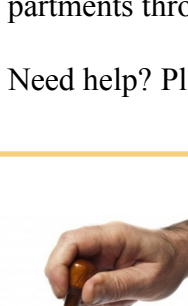




*Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.*

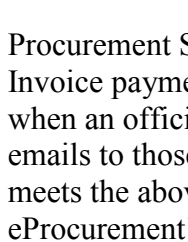
## Headline News



### 2012 Fiscal Year End Close Deadlines are Upon Us

Fiscal year end is a good time for UW departments to review their budgets to ensure expenditures and revenue has been recorded to the appropriate budget for the closing fiscal year. Please be sure to review important **processing deadlines** on [Procurement Services Fiscal Year End Close website](#). This web page also includes links to the MyFD and JV tools, in addition to processing deadlines to help guide campus departments through the Fiscal Year End Close.

Need help? Please contact [Procurement Customer Service](#) at 543-4500.



### Cancellation of PAS Requisitions to Begin July 2, 2012

**IMPORTANT:** Beginning **July 2nd**, Procurement Services will be **canceling all NEW purchase requisitions entered in PAS when:**

- The request is under \$5,000 (direct buy limit) AND
- Is not on the direct buy limit exception list (see link below) AND
- No attachments are included with the requisition AND
- The supplier does not require a written purchase order on official UW letterhead

Procurement Services strongly recommends you become acquainted with the Non-PO Invoice payment process and begin to pay for orders (under the \$5,000 limit and when an official UW purchase order is not required). Procurement Services will send emails to those submitting requisitions, each time a PAS requisition is created and meets the above mentioned criteria, to remind them of the July deadline. By using eProcurement's Non-PO Invoice module you'll be helping your department and the UW reduce overall procurement costs. Learn more about Non-PO invoicing at <http://f2.washington.edu/fm/ps/nonpo>.

Training is available to increase your knowledge about the Non-PO Invoice payment process/requirements, provide an opportunity to try out the system, gain access, and ask questions. We invite you to visit the Procurement Services Training website to review and register for a Non-PO Invoice class at: <http://f2.washington.edu/fm/ps/training-events/classroom-training>.

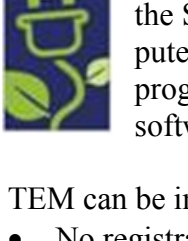
We send our thanks, in advance, for partnering with us on this important cost saving opportunity. Should you have any questions, please email [pshelp@uw.edu](mailto:pshelp@uw.edu) or call 206-543-4500.



### New Hotel Contracts are taking Shape

The Strategic Sourcing Team for Hotels and Conferences (Sophia Meyering, Contract Specialist & Kassy Ellefson, Senior Buyer) have been extraordinarily busy the last few weeks negotiating and executing contracts with over 25 hotels selected to participate in the new hotel pool that will become available for campus wide use in August 2012. More information about these contracts and how they can be used will be announced when the remaining details are completed.

If you would like more information, please contact [Kassy Ellefson](#) at 206-543-5827.



### Wire Payment Changes

As a result of new banking regulations, **all wire payment requests must include the beneficiary's address**. Please see the wire payment section of our website for a list of information required in order to make a payment via wire transfer. <http://f2.washington.edu/fm/ps/how-to-pay/wire-payments>

Questions? Please contact Nancy Valencia at [apwires@uw.edu](mailto:apwires@uw.edu)

## Green Stuff



### What Can Environmental Stewardship & Sustainability Do for You?

Take a look at some cool presentations and reports on the Environmental Stewardship & Sustainability media kit page! Find resources and information on UW's green buildings, waste diversion, resource conservation and Climate Action Plan.

<http://green.washington.edu/media-toolkit>



### PC Power and Patch Management

IBM Tivoli Endpoint Manager (TEM) is available to faculty and staff on the Seattle campus. The software manages power usage on personal computers and laptops and patches some of the most commonly used software programs such as Skype and Firefox. Installation is quick and easy and the software will not impact the performance of your device.

TEM can be installed on UW-owned computers only.

- No registration is required
  - There is no charge for the software
- Software settings are **pre-set**, but can be adjusted to meet your specific needs

TEM supports the UW Climate Action Plan to achieve carbon neutrality and is part of the [UW PC Power and Patch Management project](#) sponsored by Facilities Services, UW Information Technology and the Environmental Stewardship & Sustainability office.

DOWNLOAD INFORMATION

<http://www.washington.edu/itconnect/wares/uware/tem/>

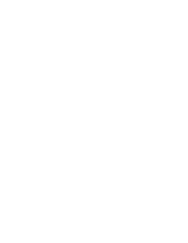
## Green Tip



### Print Preview: It Saves Tons of Paper

Save wasted paper and your sanity by using the Print Preview feature before you print. Print Preview shows you exactly how the page will look when printed and you can make last minute changes to the page settings before sending the document to the printer.

## Scam Alert



### Toner Phoner Phonies

Scammers are always trying to stay a step ahead of their potential victims, and recently we have seen an increase in phony toner sales calls, where the scam artist seems to have information on a recent order.

These toner phoners are telemarketers who misrepresent themselves as Printer/Copier sales staff or as authorized representatives. They try to fulfill the order over the phone enticing the victim with better pricing for a short period of time prior to a companywide increase in toner cartridge cost. If you are ever called by a salesperson that you aren't familiar with and asked to alter the standard purchasing process with that supplier, you need to be suspicious and deny the offer.

And just as a reminder, never provide credit card, banking or personal information to anyone without being absolutely sure that it is a legitimate request and it's a secure transmission of the information. More information about scams and tips in how to avoid being swindled is located [here](#).

### eNews Subscriptions

Was this newsletter forwarded to you? Would you like to subscribe to UW Procurement eNews for yourself? If so, why not sign up to receive this timely newsletter directly by clicking on the provided link below. Select Yes and click Subscribe to receive each edition of this periodically published newsletter.

<https://mailman2.u.washington.edu/mailman/listinfo/procurementservicesnews>

If you no longer want to receive our newsletter, you will need to unsubscribe at the same location above by going to the *ProcurementServicesNews Subscribers* section at the bottom of the web page and enter your UW email address and press the *Unsubscribe or edit options* button.

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

If you are having trouble viewing this email you can read it online at: <http://f2.washington.edu/fm/ps/home/communications-and-outreach>

If you have procurement related questions please email: [pshelp@uw.edu](mailto:pshelp@uw.edu)