



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.

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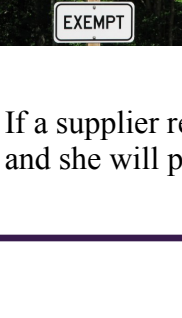
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Congratulations on Another Successful Biennium Close

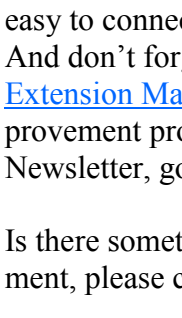
Headline News



New Procurement Services Policy Regarding Copier Leases

New copier leases may not be processed through ProCard or the Non-PO Invoice methodology. Existing copier leases currently being paid with a ProCard or a Non-PO Invoice may continue to use these processes.

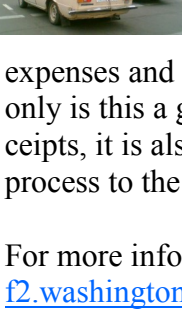
The UW has a new program which eliminates the need for copier leases, called “Managed Print Services” (MPS). Please check out the MPS website if you require copier equipment and services: <http://f2.washington.edu/mps/home>



M&E Tax Exemption Certificate

The current process for transmitting the M&E Tax Exemption certificate to suppliers is under review for Ariba and PAS orders. Until the review is complete, PAS and Ariba purchase orders will continue to include the exemption as a statement on the purchase order.

If a supplier requests an actual certificate, contact [Erin Fay](#) at 206 685-9151 in EIO and she will prepare the certificate for the specific order and items.



Stay Current with Procurement

In our rapidly changing procurement landscape, we need to stay current with all of the process and system improvements, and the best way to do that is by being a faithful user of our website. As with our other improvements, we strive to keep [our website](#) updated daily with procurement information to enable you to get your procurement work done in an efficient and cost effective manner.

Our “Quick Links” box on the right side of all of our primary web pages makes it easy to connect to sources of information and processes that you need most often. And don’t forget to check out our [Procurement Project Pipeline](#) & the [eProcurement Extension Matrix](#) for all the latest information on the status of all our process improvement projects. And to read the most recent or archived Procurement Services Newsletter, go to our [Communication and Outreach](#) section.

Is there something missing from our web pages or you’d like to see some improvement, please contact [David Wright](#) at 206-616-7076.

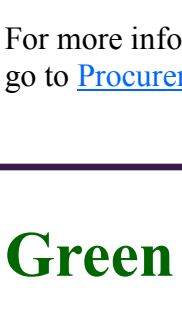


A Simplified Moving Expense is now Available

The UW has now rolled out the simplified moving expense option – a **lump sum allowance paid with the employee’s first paycheck**.

This option is a much simpler way to pay someone for moving expenses and it gives the individual discretion as to how to use the allowance. Not only is this a great option for new hires because it frees them from having to keep receipts, it is also a terrific option for departments because it simplifies the payment process to the new employee.

For more information on how to process the lump sum allowance please see: <http://f2.washington.edu/fm/payroll/payroll-coordinators-guide/payments/moving-expenses>



Procurement Services is Honored with 2013 Achievement of Excellence in Procurement Award

Procurement Services recently received the 2013 Achievement of Excellence in Procurement (AEP) Award from the National Procurement Institute, Inc. This is a tremendous achievement and a testament to the effort involved in our quest to make Procurement Services a world class procurement organization.

This award is given to applicants who demonstrate excellence in procurement in the areas of innovation, professionalism, productivity, eProcurement, and leadership. The award is endorsed and sponsored by all major professional procurement organizations. Click this link for more information: <https://www.npicconnection.org/aep/Index.asp>



Scamming Scammers

Universities can be prime targets for scamming operations. A particularly dangerous one that continues to plague UW email inboxes is the toner scam. This is a reminder to beware of unsolicited communications from vendors you do not recognize as a UW supplier.

- Beware of suspicious sounding sales pitches, offers to send you a free product to “test” or calls from unknown vendors asking to verify your address.
- When contacted by companies claiming you owe money for goods or services you did not order, you should insist on written documentation of the purchase.
- Do not provide procurement card information or agree to pay invoices unless you are certain you ordered the item.
- If you receive supplies or bills for services you didn’t order, don’t pay, and don’t return the unordered merchandise. You may treat unordered merchandise as a gift.
- By law, it’s illegal for a seller to send you bills or dunning notices for unordered merchandise, or ask you to return it even if the seller offers to pay for shipping.

For more information on current scams and best practices to avoid getting ripped off go to [Procurement Services Scam & Fraud Updates web page](#).

Green U News



Environmental Stewardship & Sustainability Branding Kit

UW Environmental Stewardship and Sustainability worked with UW Marketing, along with participants across campus, including Intercollegiate Athletics, Housing & Food Services, News & Information, Creative Communications, UWTV, Capital Projects, College of the Environment and UW Recycling, to develop a common UW Sustainability brand. As a result of this effort, a branding kit was developed that includes branding guidelines and templates for PowerPoint presentations, posters and business cards. The collaboration also produced a new tagline, "Sustainability: It's in our Nature". The branding kit will support the UW community in visually unifying communications related to sustainability efforts.

To download the toolkit, visit: <http://green.washington.edu/media-toolkit>

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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



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