

FYI: Justification in PAS for Orders under \$3300 goes into effect July 1-

Effective July 1, 2009 all purchase orders created under the Washington State Direct Buy Limit of \$3300 will require justification in the PAS system to note why the items or services could not be purchased through eProcurement or a department Procurement Card. Read more at <http://www.washington.edu/admin/finserv/directbuy.html>
Please contact Procurement Customer Service at pcshelp@u.washington.edu or 543-4500 with any questions.

eProcurement is pleased to announce 4 new catalogs –

- **Clark Security** our new MRO punch-out catalog, which offers mechanical locking hardware, access control, CCTV, and key systems.
- **Fermentas** our newest Life Science hosted catalog, which offers molecular biologicals and services to the international research community
- **Arnold Dental** our new Dental hosted catalog, which offers dental equipment and supplies
- **Bank & Office Interiors (B&OI)** is the largest, full-service, office furniture retailer in the region. The new punchout site features special quotes as well as standard items in the furniture commodity.

Suppliers on the horizon in the Life Science category are ISC BioExpress, ABI, and EMD. For more information please visit www.washington.edu/admin/stores/eprocurement/ or contact Procurement Customer Services at pcshelp@u or by phone at 543.4500.

Biennium Close Deadlines are coming soon!

More information about the Biennium Close can be found at www.washington.edu/admin/finserv/payables/bienniumclose.html

Do you have an open invoice over \$10,000 waiting for your approval?

In preparation for the Biennium Close, Accounts Payable has published web page with a list of all pending invoices over \$10,000. These invoices require an authorized department approval before payment can be released. See if you have a pending invoice at www.washington.edu/admin/finserv/payables/bienniumNonRIP.html

Introducing a new, online Biennium Close Awareness eLearning tool!

In an effort to provide you with “Just in Time” training on biennium close issues, the Financial Desktop team has put together an online training which covers the basics of Biennium Close. Please go to www.washington.edu/admin/finserv/payables/BienniumCloseAwarenessTraining_files/frame.htm to launch this new tool.

Don't Forget: Free Recycled Envelopes on Friday!

Boxes of free recycled envelopes will be placed on the large meeting table in Accounts Payable (3917 University Way NE, 2nd floor) between 8:00am and 5:00pm on Fridays. Campus customers are invited to stop by and choose the size and quantity they would like to take.

If you have any comment, questions or concerns, please contact the Procurement Customer Service group at 543-4500 or email them at pcshelp@u.washington.edu.