

August 2022



Conflict of Interest

Procurement Services requires a Purchase Order (PO) for all work done with a Conflict of Interest vendor. The PO must be issued before the work can start.

We will not be accepting Request for Payments or procard payments for Conflict of Interest vendors.

Please contact Procurement Services if you think you may have a project involving a Conflict of Interest vendor.

For more information click on the button below.

[COI Webpage](#)

Amazon Orders

Thank you for making the switch to Amazon in iProcurement. A quick note on orders:

An order is not complete unless it goes through the Oracle iProcurement checkout process. If it does not come back to the checkout it will not place the order. One common cause for it not coming back, is spending too much time on the Amazon site. Being on the Amazon site is not considered being active in Oracle and therefore you may time out.

To help solve this problem, iProcurement recommends creating a shopping list in Amazon and the same goes for Office Depot. You can add to the list and then log back in to complete the checkout process.

Please contact the iProcurement team if you have any questions.
uni_procurement_services@uni.edu



Sales Tax Exemption

The University of Northern Iowa, as a state educational institution, is exempt from paying state sales tax or local option sales tax on goods or services purchased in the state of Iowa.

Payment of hotel/motel taxes is still required (including sales tax).

There are select number of states that grant tax exempt status to the university for goods and services while in their state, typically a letter is required.

Staff and faculty seeking UNI's Iowa sales tax exemption certificate, a list of those selected states and the Menards and Home Depot Sales Tax Exemption Barcodes please click on the button below.

[Sales Tax Exemption](#)