

February 2023



### Travel Survey

Please join us in completing our travel survey. The purpose of this survey is to gain a better understanding of your experience with travel on behalf of UNI. This survey will take 5-10 minutes to complete. The deadline for completion is March 15, 2023. Your input is very important to us!

[Survey](#)



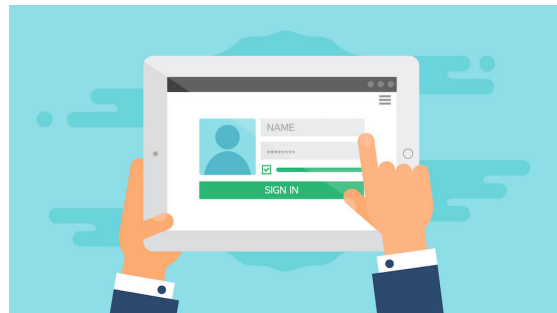
### Yearly Review of Form W-4

It's important to check your federal and state income tax withholding now to avoid an unexpected tax bill or penalty with next year's return. The IRS Tax Withholding Estimator can help!

[IRS Publication 5303 \(pdf\)](#) provides more information. The online tax withholding estimator can be found on the [IRS website](#) and [State of Iowa website](#).

### Blackthorn Events Registration Refunds

Please send any new refund requests for registrations in the Blackthorn Events Systems to [cashiers-office@uni.edu](mailto:cashiers-office@uni.edu).



### Basics of Procurement Training

Procurement will be offering a Basics of Procurement training class on February 23, 2023 from 2:00 – 3:00 PM.

Procurement Basics - Learn new things or refresh your knowledge about the basics of Procurement. An overview of how to buy as well as an opportunity to ask questions to procurement staff. This training does not focus on iProcurement.

[Register](#)

### Purchases or Renewals of Information Technology Resources

As we approach that time of year where departments are thinking about the fiscal year end and ensuring all necessary purchases are completed in time, please remember to work with your IT Support Staff and fill out the "Procurement of Information Technology Resources" form found within Service Hub for any technology related purchases - **new or renewal**. A new form must be completed at each renewal period.



Click on the button below or questions on the IT procurement process can also be submitted to IT by creating a standard request for help within Service Hub or by getting in touch with your IT Support staff.

[Form](#)