Reminder - ProCard Required for Purchases Less than $5,000

As stated in the July 2020 OBO newsletter, all non-IT purchases less than $5,000 should be purchased via procard if the vendor accepts credit card payments. The only exception to this would be when there is a finance charge associated with processing a credit card.

Employee reimbursements will be limited to travel, moving reimbursements, or required safety equipment allowances (i.e. shoes or glasses). Staff should not pay for University expenses out of pocket in all other instances. If you have staff who routinely need to make small dollar purchases, please have them apply for a procard.

As a reminder, Requests for Payments (RFPs) submitted under this threshold will be rejected back to the department if credit card payments are accepted.

Apply for Pcard

On Demand Videos

New iProcurement videos have been added to the OBO On Demand Video google drive:

* Creating a Non-Catalog Request
* Ordering from an iProcurement Store
* Adding or Changing an Approver on a Requisition
* Deleting a Requisition
* Returning an Item from an iProcurement Store

To access on-demand offerings please visit MyUNIVERSE, click on the Work@UNI tab, locate the Business Operations Services pagelet, and click on Business Operations Training. You will need to request access to the folder. Once access has been granted you will receive an email that you are now able to view the contents of the folder.

If you have suggestions for additional videos, click Share Feedback below.

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