

ACCOUNTS  
PAYABLE

ACCOUNTS  
RECEIVABLE

PAYROLL

PROCUREMENT  
SERVICES

July 2024



## UNI Works Day 1 Task Reminder

As a reminder, please be sure that you have completed the required Day 1 tasks in UNI Works by the July 20th. deadline.

Most importantly, please be sure that you have updated your federal and state tax elections. If you do not act, it could impact the taxes withheld on your July and subsequent payrolls.

The link to the job aid for the Day 1 tasks can be found [here](#).

## Scientific Supply Ordering

Fisher Scientific and VWR punchout stores are currently unavailable in UNI Works.

In the meantime, you will need to order directly from the Fisher and VWR website using a purchasing card.

Please contact [Molly Ungs](#) in iProcurement for further information.



## The Shredder

UNI has re-contracted with Green Resource Management (aka The Shredder) for all UNI's on-site destruction of sensitive documents for FY 2025.

If your office is looking for a one time purge or interested in setting up the regular service please reach out to [obo@uni.edu](mailto:obo@uni.edu) for more details. All services are done on site.

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