

JUNE 2021



New Staff Announcement

We are pleased to announce that Tristan Aldous accepted the Student Financials Counselor position and began connecting with students in May. Tristan will be leading the charge for financial outreach and education in Student Financials.

Tristan's responsibilities include orientation, registration outreach, U-Bill assistance, and third party billing for sponsored students.

Welcome to the team Tristan!

Conflict of Interest

Procurement Services will be requiring a Purchase Order (PO) for all work done with a Conflict of Interest vendor. This PO must be issued before the work can start. We will not be accepting Request for Payments or pcard payments for Conflict of Interest vendors.

The bid limit for Conflict of Interest vendors is \$2,000. A competitive bid must be completed before a PO can be placed. Please contact Procurement Services if you think you may have a project involving a Conflict of interest vendor.



Conflict of Interest



Setting Your Proxy

If you are going to be on vacation and are a workflow approver, please be sure to set a proxy to avoid processing delays.

Setting A Proxy

Departmental Change Funds

If your department has a change or reimbursement fund you must submit a monthly [verification of funds](#) to the Cashier's Office by the 5th business day of the month for the previous month. Please email the form to cashiers-office@uni.edu, or send via campus mail to 0008.



FY21 Closing Reminder

Encumbrances for all GEF (General Education Fund) accounts should be \$0. For all open PO's for your department please confirm receipt of items. You will need to receive on all non-catalog requests and iProcurement Store purchases (i.e., Office Depot, CDW, Dell, Fisher Scientific, SupplyWorks, and/or WW Grainger).

Once all items are received on and invoices are paid, then you can request to have your PO final closed and any encumbrances would be released at that time. You can send your final closure requests to payables@uni.edu.

Your assistance in this critical year-end process is appreciated! Thank you in advance for getting your outstanding PO's closed so we can have a successful FY21 close!