

**ACCOUNTS  
PAYABLE**

**ACCOUNTS  
RECEIVABLE**

**PAYROLL**

**PROCUREMENT  
SERVICES**

## FY19 Closing Reminders

With the year-end cutoff fast approaching, here are a few important reminders:

- Last day to buy from iProcurement stores is Friday, June 21

- All PCVs, TEVs, and eRFPs being charged to FY19 funds need to be fully approved in workflow by the end of day on Friday, July 5th

-If you are going to be on vacation during the first week of July and are a workflow approver, please be sure to set a proxy to avoid processing delays

- Don't forget to receive on all items as soon as they arrive on campus. If you experience any issues, including returns and credits, please contact Procurement Services.

- If completing receiving in July for goods received in June, please be sure to enter the ACTUAL June date received for both the Date Goods Received and the GL Date. Do not use the Express Receive option

[Setting A Proxy](#)



## NEW: Guide for Faculty and Staff Relocation

After receiving several error reports about the link to the Faculty and Staff Relocation brochure, it has been replaced with a new stand alone website to minimize change impact for users. Please use this new link in all new hire offer letters going forward.

[Relocation Website](#)

## Update Your Favorite Accounts for FY20

If you created a favorite account in any of the financial tools please remember to update those at the end of the fiscal year.

- ✓ iProcurement
- ✓ ProTrav
- ✓ Request for Payments



## New Snack Vending Contract

UNI has awarded a new contract to Canteen Vending to provide "delicious, wholesome and better-for-you snacks to help you make the most of each day".

While traditional items will still be available, Canteen will allow current market trends to determine the need and desire for healthier options.

Existing machines will be removed the last week of June and new machines will arrive on campus during the month of July. We appreciate your patience during this transition.

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