

March 2023



ProCard and TEV Review Class



The Accounts Payable Team will be offering a ProCard and TEV Review class on March 28, 2023 from 10:00 – 11:00 am.

We will cover best practices and end with a Q & A. Whether you are new to ProTrav or you would like to refresh your knowledge, this session will give you a better understanding of our ProCard and Travel guidelines and help you create detailed vouchers.

[Register](#)

Order Size

Procurement encourages departments to look at their order routine to see if there are ways to combine orders to reduce the number of shipments that are being processed. For example: Is there a way you can combine all of your Office Depot orders for the week into one larger order as opposed to three small orders?

Procurement conducts regular reviews with contracted vendors to discuss ways in which we can improve services, and provide the best value to campus. Order size is a frequently discussed topic. The number of orders UNI submits impacts delivery and increases the environmental impact through excess waste (cardboard, bubble wrap, etc) and travel requirements (fuel, exhaust, etc).



How to Order

Amazon Custom Quotes



Amazon Business launched a new tool called the Custom Quote Engine (CQE). The Custom Quotes Engine gives you the capability to request a discounted price on high volume purchases (>\$7.5k or >999 units). You will receive customized quotes from various sellers straight into your account.

Please contact [Procurement](#) to discuss the program.