Year-End Closing for FY19

Please review the FY19 closing schedule. Pay special attention to the deadlines for transaction processing to ensure expenses are recorded to the appropriate fiscal year.

FY19 Closing Schedule

Meals While Entertaining Guests

Policy 9.43 states that meal expenses when entertaining guests (i.e. candidates, speakers, etc.) will follow the GSA rate which is currently $55 per person per day.

When submitting your expenses to OBO be sure to include the following:
1) Business purpose.
2) Itemized receipt.
3) Dollar amount is within the GSA rate per person per day and is inclusive of a tip that should not exceed 20% of the subtotal.
4) University funds cannot be used to purchase alcohol.
5) A list of participants.

COMING SOON:
Food Purchases Quick Reference Guide

New Contract Awarded to Access Systems

The University has contracted with Access Systems for campus multi-functional device and copier purchases.

For more information visit the iProcurement store or click below:

Access Systems Contract

Iowa Sales Tax Exemption Certificate

As a state educational institution, UNI is exempt from paying state sales tax or local option sales tax on goods and services purchased in Iowa.

Departments can access our certificate online by clicking below:

Sales Tax Exemption Certificate