



**University of  
Northern Iowa**  
Office of Business Operations

**ACCOUNTS  
PAYABLE**

**ACCOUNTS  
RECEIVABLE**

**PAYROLL**

**PROCUREMENT  
SERVICES**



### New Procurement Manager

Greetings everyone,

I have some exciting news to share! It is my pleasure to announce that Jon Westhoff has accepted the Procurement Manager position. He transitioned to his new role on May 11, 2020.

Jon's primary role will be to direct the University's purchasing activities including strategic sourcing that leads to the negotiation of favorable contracts, management of our competitive bid processes, and oversight of the Purchasing module in Oracle eBusiness.

Prior to joining the UNI family as a purchasing agent back in June 2008, he was a buyer for Scheels All Sports for about 7 years. Jon has 19 years of purchasing experience and will be happy to help departments with their purchasing needs and questions.

Please join me in congratulating Jon on his new role!

You can reach Jon at:

[jon.westhoff@uni.edu](mailto:jon.westhoff@uni.edu)

319-273-6246

Regards,  
Christina Geweke  
Director of Business Operations

### Year End Reminder: Receiving and Closing Purchase Orders

With the end of the fiscal year approaching, we would like to remind you to receive on all non-catalog requests and iProcurement Store purchases (i.e., Office Depot, CDW, Dell, SupplyWorks, Fischer Scientific, and WW Grainger) if you have received all of your items. If OBO placed your iProcurement order you will still need to complete the receiving function. Once all items are received, you can then request to have your purchase orders final closed and any encumbrances would be released. You can send your final closure requests to [payables@uni.edu](mailto:payables@uni.edu). Thank you!



### Fiscal 2020 Year-End Closing Schedule

The FY20 closing schedule is now available and can be found on the Business Operations website.

[Closing Schedule](#)



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