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Procurement Card Review

The Procurement Services Manager routinely reviews spend data to align spending demand with authority. This practice is an internal control that reduces potential fraud exposure to the University. Based on historical usage a number of accounts have been identified for changes and emails are being sent to these cardholders.



This review is not intended to reduce use of the card, rather minimize risk. The practice for temporarily increasing monthly credit limits remains the same.

2017 Vendor Fair

Please join Procurement Services on September 14, 2017, from 10:00 am until 2:00 pm, for the 2017 Vendor Fair in Maucker Union. This is a great opportunity to meet iProcurement suppliers, share experiences, try new and alternative products, and learn about the capabilities of each vendor. Please contact a member of The Procurement Services Team to request products for demonstration.

Category Codes in the RFP Process

Category codes are now required when an RFP is created. This data provides Procurement Services with detailed information used to strategically improve University bargaining power. To help identify the appropriate category code, a link to a searchable list of codes is available on the [iProcurement Resources Page](#). Clicking on "UNI Category Codes" accesses an excel spreadsheet containing common category codes with additional descriptive information available by clicking on the upper right hand arrow of the "Description" field (See "1" below).

Updated 7/1/17

Grouping	Description	Code
Scientific	Live animals	10100000
Scientific	Seeds and bulbs and seedlings and cuttings	10150000
Facilities	Trees and shrubs	10101500
Facilities	Fertilizers and plant nutrients	11101500
Facilities	Dirt & Soil	11111500
Facilities	Stone	11111600
Facilities	Wood	11121600

A red circle with the number '1' and an arrow points to the upper right corner of the 'Description' column for the 'Fertilizers and plant nutrients' row.

Updating Your Favorite Charge Accounts in iProcurement

Many users save general fund accounts as favorites in iProcurement and those accounts can be updated for FY18. Step-by-step instructions can be found on the [iProcurement Resources Page](#), with a link to a PDF document titled, [How to Update Your Favorite Charge Accounts in iProcurement](#).