
Procurement Services Newsletter May 2017

1 message

The Procurement Services Team <james.tanzosch@uni-mail.org>
To: brenda.whiteside@uni.edu

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**JAMES
TANZOSCH**

james.tanzosch@uni.edu
[319-273-5811](tel:319-273-5811)

MOLLY UNGS JON WESTHOFF

molly.ungs@uni.edu jon.westhoff@uni.edu
[319-273-6448](tel:319-273-6448) [319-273-6246](tel:319-273-6246)

Last Day to Access iProcurement Stores for FY17 Purchases

To accommodate the end of FY17 closing process the iProcurement stores will not be available after June 23, 2017. The stores will be available on July 1, 2017 for FY18 purchases. It is important to receive all iProcurement items as soon as they arrive on campus. If you experience any issues, including returns and credits, please contact Procurement Services.

End of Year Closing Process

Additional information is available on the [Year End Closing Schedule](#), please contact a member of the Procurement Services Team if you have any procurement/purchasing related questions.

Planning A Large Purchase before June 30?

The end of the fiscal year is less than two months away, but please remember that high dollar purchases may need extra time to complete, due to the required competitive bid process. If someone in your department is contemplating a purchase over \$25,000, please contact a purchasing agent immediately. A bid process can take three weeks, or more, to complete, delivery time should also be considered.

New PO Print Process

If necessary, departments can now print draft copies of Purchase Orders; these draft copies may be used for record keeping purposes only. Step-by-Step instructions can be found on the Procurement Services [iProcurement Resources webpage](#).

Please visit our [contracts page](#), [current bids](#), [awarded bids](#), or [homepage](#) for additional information.

Procurement Services

University of Northern Iowa | Lang Hall 122 | Cedar Falls, IA 50614-0003
Visit our [website](#) | Call us at [319-273-5811](#) | Email us: james.tanzosch@uni.edu

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