



*Happy Spring!*

### It has arrived!

Spring officially arrived on March 20<sup>th</sup>, yes Spring is here! As weather transitions from winter to spring, not only do we get to change our clocks but we get to see the spring blossoms right out our front door!

This edition will address paying vendors. As we know, the University of Washington is a state institution. There are strict guidelines governing the kinds of relationships we have with our vendors. These guidelines address both how we use vendors, and how we pay them.

WA State law RCW 42.52 establishes strong ethical principles and values governing state officers and employees. Faculty and Staff of the UW must follow all of the state statutes and regulations concerning Conflicts of Interest, Supplier Diversity and Green Procurement – promoting environmentally friendly considerations!

We hope you like this installment. Remember to let us know what you think!

### PAYING A VENDOR

#### Vendor Types:

Vendors provide important goods and services to help us do our jobs. How often we use a vendor and how much we pay them will determine the manner in which they get paid. Below we'll list a few types and considerations for each:

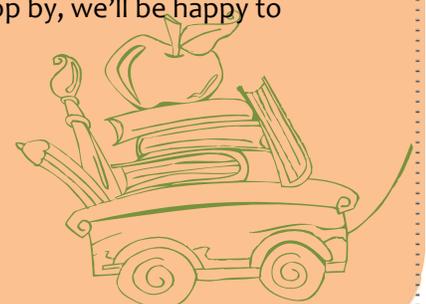
**Individuals as vendors** – these are people who conduct business under their own name. Vendors in this category can be paid using the Professional Services form JSIS-93 with an attached invoice and a UW form 1632.

**Domestic companies** – these are the most common type of vendors we encounter. Each needs to register with the UW ARIBA system before we can pay them. Registration helps the UW with IRS reporting. These vendors can be paid using the JSIS-95 including their invoice.

**Foreign Vendors** – These vendors need to register with ARIBA but that is something we can do for them using the information from their invoice. It is recommended that funds are sent via wire for international vendors. These vendors can be paid using the JSIS-95 and their invoice.

**BPO (Blanket Purchase Order)** – if we use the same vendor over the same year and pay them more than \$10,000 we are required to set up a BPO. The registration process takes time but it helps the vendor in the long run. You'll need to provide: scope of work, sole source justification, and the line item from your working budget. A UW buyer will review all these items before approving.

If you have any questions regarding vendors, please feel free to stop by, we'll be happy to help!



## WHO DO I CONTACT?

Have a question and wonder who you should contact? That's Ok, here is a list of who works with what topic:

**Dvorah** – Approvals, budgets and all things in charge. [dvorah@uw.edu](mailto:dvorah@uw.edu)

**Sarah** – Grants Manager. [guthu@uw.edu](mailto:guthu@uw.edu)

**Kaitlyn** – Payroll, receivables. [xql@uw.edu](mailto:xql@uw.edu)

**Jim** - Reimbursements, invoices, CTA, ProCard. [jamesa25@uw.edu](mailto:jamesa25@uw.edu)

**Diane** – Travel. [dscillo@uw.edu](mailto:dscillo@uw.edu) [her schedule is posted in 400]

## WHAT FORM DO I USE?

**\*\* New\*\* JSIS-22-1:** is used to request a tax reversal for charges posted to MyFD.

**\*\*Revised\*\* JSIS-13-2:** Update to ProCard form!

There are times when we need to pay a vendor, send an express mail item or times when we need to request time off for ourselves. Here are some brief descriptions about some of our forms:

**JSIS-98:** is used for depositing non-grant checks.

**JSIS-80:** is used *with* meal reimbursements.

**JSIS-95:** is used to request a payment to a vendor.

Please ask about the frequency of payments.

**JSIS-96:** is used for non-travel reimbursement.

**JSIS-99:** is used for Foreign National Payment Data Sheet. Please remember to record visits to the US within the past year. (part 1: section 13, 14 & 15)

Friendly reminder - we invite you to bring any of your fiscal questions to our weekly fiscal meetings which are held Wednesdays 11:00-12:00 in room 403.



## Happy Endings

Here are some thoughts for the day:

Why do we call something sent by car a shipment, and something sent by ship a cargo?

Why isn't chocolate a vegetable? It comes from cocoa beans and all beans are a vegetable right?

Did you know?

The word for fear of long words is: hippopotomonstrosesquippedaliophobia

It is impossible to sneeze with your eyes open.

Hope you enjoy!

From all us of us here at the Jackson School Business Office; Have a wonderful day!  
Dvorah, Sarah, Kaitlyn, Jim, Diane

Finally, have a topic or question you'd like us to include in an upcoming newsletter? Please send it to Jim at [jamesa25@uw.edu](mailto:jamesa25@uw.edu)

