

**FISCAL ADMINISTRATORS MEETING
WEDNESDAY, FEBRUARY 19, 2020, 10:00 AM
SOUTH MEETING ROOM, NEWCOMB HALL**

General Comments – John McHugh

- PSDS Website will roll out on February 25.

Some new features

New Goods and Services Procurement Guide

- Streamlined look
- New recommendations from Procurement on which procurement method is the best for each category
- Suggested expenditure types if possible
- Links to commodity guides that include wide-ranging information about an entire commodity from purchasing to payment (example, furniture)

Organized resources by function

- A basic overview guide for purchasing, payables, and vendor processes
 - Succinct resources listing the tools, training, and other related resources for each area
 - Contact information by contact type for each function (example: for payables we list all of the different reasons you may need to contact, and which email address to use which surprisingly wasn't there before).
- Financial Strategic Transformation changes coming very soon. They should come every month with an update. Important to know what is going on and be engaged.

Financial Reporting & Operations – Josh Breeden/Danielle Hancock

- Labor Reconciliations –
https://fro.vpfinance.virginia.edu/system/files/FA_Reconciling_Labor_02.19.2020.pdf
- Mila Savage, a new hire in Financial Reporting and Operations, will be taking over recons
- Reconciling Labor charges is very important, if had been done, things would have been caught much quicker.

Procurement & Supplier Diversity Services

John McHugh

- Impact of Chrome Browser update on Marketplace Catalogs

Google's Chrome browser released an update on February 17 that can affect how the browser handles cookies, and consequently, might affect the punchout catalogs in the UVA Marketplace.

The change will be temporary, as each supplier updates internal technology. [For more information, visit PSDS's Chrome Update and UVA Marketplace Information page.](#)

Procurement & Supplier Diversity Services is working diligently with our suppliers to monitor the functionality of their catalogs in the UVA Marketplace with the new Chrome settings and is testing several ways for our users to have an uninterrupted shopping experience in the UVA Marketplace.

If you use the Chrome internet browser to access the UVA Marketplace, please review the instructions below.

To continue using Chrome to access UVA Marketplace punchout catalogs:

- 1) Review the list of suppliers with [catalogs compatible with the Chrome updates](#).
- 2) If you would like to shop a punchout not compatible with the updates, you can try to open the punchout catalog in a new window.
- 3) If the punchout does not work, or if you cannot open the punchout in a new window, use a different browser.

To use a different browser to access UVA Marketplace punchout catalogs:

- 1) Review the [ITS Supported Browsers for Integrated System](#).
- 2) Contact your Local Support Partner (LSP) for assistance choosing the right browser.
- 3) PSDS will send a notification when all punchouts are fully functional with all browsers.

Please continue to use Chrome to access the Integrated System (Oracle).

The Supply Room Company (TSRC) – Dutch Jones

- Procurement & Supplier Diversity Services is pleased to announce the results of a new collaboration with our strategic office supply vendor, The Supply Room Companies, to deliver more **environmentally-friendly printing options** to the University at a greatly reduced price:
 - Remanufactured toner
 - Printer maintenance services
 - Ink and toner recycling

The [Virginia Ink Program](#), (“VIP”) is an all-encompassing program, meaning that purchases of specific ink and toner cartridges from The Supply Room Companies (TSRC) have equipment services and recycling INCLUDED in the cost of the ink and toner.

https://fro.vpfinance.virginia.edu/system/files/UVA_VIP_Presentation_220.pptx

Patrick Wood

- America To Go (ATG) and T&E Card Usage
 - America To Go (ATG) is our contracted vendor and the 95 vendors ATG has under their umbrella on behalf of the University are contracted not to take the University’s Travel and Expense Cards as a means of payment, and to run all orders through the Market Place ATG Portal.
 - The University’s catering (health and liability) insurance is carried through the certificates that each ATG vendor is required to carry. Ordering outside of the ATG vendor voids that insurance, and the cardholder essentially takes on the responsibility by using the T&E card.
 - Outside of the Charlottesville/Albemarle vicinity, our staff and faculty may use their card.
 - We are monitoring the local T&E spend outside of ATG and the utilization of the card with ATG vendors by our local staff that is not processed through the portal.
 - We are also turning the unauthorized spend that vendors take outside of the Market Place Portal into ATG stakeholders who will collect the fees owed to them from the vendor.

The next meeting will be on Wednesday, March 18, 2020 at 10:00am in the South Meeting Room, Newcomb Hall.