

April 10, 2019

To: University Staff

From: Steve Sondey – Director of Purchasing

Subject: **What's New in Purchasing and Accounts Payable**

This semester the Purchasing Office and the Controller's Office will be holding joint information presentations for University Staff involved in the procurement-to-payment process. Come out and meet the staff and receive an update on purchasing requirements, tax compliance for non-US vendors, independent contractor questionnaire and written contract requirements. The presentation, followed by a question and answer period, will last about an hour. Feel free to attend any of the following presentations.

Wednesday, April 17, 2019 10:00 AM at **Valley Road** in room 2007.

Tuesday, April 23, 2019 10:00 AM at **Valley Road** in room 2009.

Tuesday, April 23, 2019 2:00 PM in the Library Auditorium.

Thursday, April 25, 2019 2:00 PM in the Library Auditorium.

