



December 2, 2020

To: Faculty and Staff Involved in the Purchasing Process

From: Steve Sondey – Director of Purchasing

Subject: **What's New in Purchasing – Fall 2020**

Please join me in a Zoom meeting to review updates in the procurement to payment process. The meeting will begin with an overview of recent changes including; remote work and deliveries, PO distribution, electronic invoice submission, and p-card conversion to Bank of America. The second part of the meeting will be a recap of purchasing policy.

The presentation is scheduled for Tuesday, December 8, 2020 from 10:00 to 11:00 AM. A repeat session will be held on Thursday, December 10, 2020 from 10:00 to 11:00 AM. Feel free to attend either session. The meeting links are as follows:

Tuesday, December 8, 2020 at 10:00 AM

Join Zoom Meeting

<https://wpunj.zoom.us/j/99273064411?pwd=bjdBYk1EZWSNUtuZWlQeVp6VkEwdz09>

Meeting ID: 992 7306 4411      Passcode: 683621

Dial by your location: +1 646 558 8656 US (New York)

Meeting ID: 992 7306 4411      Passcode: 683621

Thursday, December 10, 2020 at 10:00 AM

Join Zoom Meeting

<https://wpunj.zoom.us/j/92954652089?pwd=ZjZXNkk1M0VHQnBiTkJrZzFDSWNXZz09>

Meeting ID: 929 5465 2089      Passcode: 353666

Dial by your location: +1 646 558 8656 US (New York)

Meeting ID: 929 5465 2089      Passcode: 353666