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In September, the Pcard Administrator will communicate a detailed timeline of this change as well as a job-aid and a screencast to all cardholders, cost center managers, and financial coordinators. In addition, familiarization sessions will be available in Workday Learning to cardholders, financial coordinators, and cost center managers. Registration for these sessions will open in September.

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- **Baris Gurerk** is the strategic sourcing category manager who will primarily focus on the research and scientific needs of the University.

- When you need assistance buying goods and services, follow the steps outlined below.

- More information about purchasing resources and procedures at Brown is available on the [Purchasing Services Website](#).

### FNIS

As a reminder, all Foreign National individuals should update their FNIS information when returning to campus in the Fall. FNIS updates are required whenever there is a change of status, ie: new documents, change in visa status, or when an individual departs and returns to the United States. Timely FNIS updates will help ensure that all Foreign Nationals are taxed appropriately.



### I-9

As a reminder, individuals in the Brown community are not allowed to receive payments via payroll without having a valid I-9 on file. It is highly recommended that all individuals, including students, I-9 when they arrive to campus in the Fall, if you have not previously done so. This will ensure that there is not a delay in processing any current or future anticipated payments via payroll.

For any questions or concerns on the above, please reach out to the tax department at [controller\\_payroll@brown.edu](mailto:controller_payroll@brown.edu).

## PREFERRED SUPPLIER HIGHLIGHT

Are you looking for something and are unsure where to buy it? Have you visited [Purchasing Services Preferred Supplier site](#)? It just may have the answers you are looking for.

Purchasing Services has established partnerships and negotiated contracts with discounted pricing and favorable terms to the University for products and services with many suppliers in various categories. These suppliers are highlighted on the Purchasing Services Preferred Supplier site, which also includes ordering guidance. Purchasing Services also works with these partner suppliers to develop practices that support and are in alignment with University goals, such as sustainability initiatives.

Below is a sample of the information on preferred/contract suppliers, and/or products/services listed on the Purchasing Services Preferred Supplier site.

- Do you need an office chair? The University has contracts with a variety of commercial furniture suppliers to serve different levels of need and budget. All of them can source from hundreds of open furniture lines, and some are authorized dealers for proprietary furniture lines. For example, if you are looking for a Herman Miller Aeron Chair, Creative Office Pavilion (COP) - is the certified local dealer/retailer that Herman Miller has authorized to sell its products. Under the University's contract with this supplier, COP will deliver and assemble the chair or other piece of furniture according to, and in compliance with University requirements (e.g. fire safety, etc.), as well as, to provide additional services at a later date (e.g. perform any adjustments or necessary repairs). For larger furniture projects, such as outfitting an entire office, please contact Facilities directly
- Embarque (Executive Car Service - local and domestic) - The Brown University preferred rate is 8% off the standard rate for all local, domestic and international services.

Purchases should be directed to suppliers listed on the Purchasing Services Preferred Supplier site in order to aggregate Brown's spend and optimize value to the University. If you have questions or concerns about a supplier or need assistance with sourcing a product or service, please email [purchasing@brown.edu](mailto:purchasing@brown.edu). For more complex purchases or issues, you can also reach out to the applicable [Purchasing Services staff member or Strategic Sourcing Category Manager](#).

## CURRENCY CONVERSION ON EXPENSE REPORTS

International travel results in expenses paid in a foreign currency. Converting these expenses to US dollars is required for expense reporting in Workday. The following tips will help you convert expenses efficiently.



- If a credit card was used to pay the expense, use the US dollar amount on the credit card statement to support the expense reimbursement.
- If a credit card statement is not available to support the transaction, use a currency conversion calculator to convert the expense to US dollars. We recommend Oanda, which is available on the [Travel Management website](#).
  - If you have only one expense to convert, use the date of the expense as the currency conversion date.
  - If you have multiple expenses to convert, use the last date of the trip as the currency conversion date.
- Remember that Canadian currency uses the familiar dollar sign. However, US currency and Canadian currency have different values and Canadian dollars must be converted to US dollars.

Contact Accounts Payable with any questions about transactions that require currency conversion.

## WORKDAY TIP!



Now that the summer season is upon us, this is a friendly reminder that when taking time out of the office, remember to delegate your Inbox in Workday. This will ensure that important tasks are completed while you are away. Use the following link to access the [Delegation in Workday job aid](#) for step-by-step instructions.

Workday Learning has over 200 Workday-specific courses. Visit Workday Learning for a [list of these classes](#).

## CONTRACT PROCESS

We are pleased to announce that Purchasing Services now has a contract manager on staff and a dedicated email address for contract review requests. If you need to request a contract review, please send a completed [contract review request form](#) and supporting documentation to [contractmanagerpurchasing@brown.edu](mailto:contractmanagerpurchasing@brown.edu).

Tips for contracting for goods and services:

- Check the Preferred Supplier webpage - a University wide contract may already exist
- Be familiar with the University's competitive bid process requirements
- Support the University's initiatives such as utilizing local and diversity suppliers, and making selections that support sustainability
- Be familiar with the University's signature authority policy
- Plan for sufficient time for contract reviews to be conducted

For additional information and guidance on written contracts, please refer to the [Office of the General Counsel](#).

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If you have any questions, comments or suggestions for future issues of *Finance Matters*, please send them to [finance-division@brown.edu](mailto:finance-division@brown.edu).

### Upcoming Training

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August 7, 10am:	Payment Solutions Drop-in, South Street Landing, Room 481
August 19, 9am:	Payments to Foreign Nationals South Street Landing, Multi-Purpose Room <a href="#">Register in Workday Learning</a>
August 28, 10am:	Payment Solutions Drop-in, South Street Landing, Room 481
October 2, 10am:	Payment Solutions Drop-in, South Street Landing, Room 481
Coming in October:	Processing PCard Transactions in Workday Various Locations Register in Workday Learning beginning September 23.

Workday Learning offers a number of Workday courses that focus on financial processes.  
Check out [Workday Learning](#) today!

### Contact Us

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Academic Finance & Administration:	<a href="mailto:Sara_Walsh@Brown.edu">Sara Walsh@Brown.edu</a>
Accounts Payable:	<a href="mailto:Accounts_Payable@Brown.edu">Accounts Payable@Brown.edu</a>
Budget:	<a href="mailto:Budget_Office@Brown.edu">Budget Office@Brown.edu</a>
Controllers:	<a href="mailto:Accounting@Brown.edu">Accounting@Brown.edu</a>
Payroll:	<a href="mailto:Specialist_Payroll@Brown.edu">Specialist Payroll@Brown.edu</a>
Insurance and Purchasing:	<a href="mailto:Purchasing@Brown.edu">Purchasing@Brown.edu</a> <a href="mailto:InsuranceOffice@Brown.edu">InsuranceOffice@Brown.edu</a>
Tax:	<a href="mailto:Controllers_Payroll@Brown.edu">Controllers Payroll@Brown.edu</a>
Treasury:	<a href="mailto:Treasury@Brown.edu">Treasury@Brown.edu</a>
Workday Program Team	<a href="mailto:WorkdayProgram@Brown.edu">WorkdayProgram@Brown.edu</a>