Attending:
Angela Simmonds, COS  Austin Seager, SOD
Carl Larson, FBS  Carrie Brooks, LIB
Chris Carver, KUED  Christine Baczek, NURS
Courtney Demond, FPMD  Craig Merrit, FBS
Dalynn Berglund, PHCEU  Fae Larson, NURS
Glendon Mitchell, FBS  Heather Holly, FBS
Hedy Hu, FBS  Heidi Sieg, IA
James Steffan, MBM  Jared Olney, PED
Jeanette Church, SPED  Jeff Johnson, FBS
Jim Turner, EIHG  Joshua Nutter, CHEM
Kelly Peterson, FBS  Kori Wetsel, FBS
Kristie Thompson, OSP  Kristin Gelegotis, RBGA
Kristine VanAusdal, FBS  Kristy Green, CA
Linda Jensen, OPHTH  Lisa Chandler, PHCEU
Lois Barlow, SOM  Lori McManus, HCI
Mark Nielsen, NBA  Mary Louis Hughes, FBS
Mary Snow, USS  Michelle Addison, MUSIC
Perry Hull, FBS  Ruby Steele, BIOE
Runar Boman, FBS  Sandy Hughes, BUD
Shelley Kruger, PI  Terri O’Toole, FBS
Thea Hatfield, GEOG  Theresa Ferrone, KUED
Tiffany Baires-Nielson. COE  Utahna Miller, DESB

Campus Order Project Status

The UShop team is moving forward in setting up Campus Suppliers to use UShop for Campus Orders. The advantages of using UShop was discussed. [Click here](#) for more information.

The following campus suppliers have been set up in UShop:

- Campus Store
- Chartwells
- Guest House
- Positively U (for gift cards/tickets)

Coming soon to UShop:

- IRB (Institutional Review Board)
- Marriott Library (for archive boxes and print jobs)
- OSL (Office of Software Licensing)
- UCard
- Union (for space rental & other misc. purchases)
Amazon Updates and Improvements

**New features** have been added to UShop-Amazon:

- Business Prime Shipping Membership
  - The Amazon Business Prime Shipping membership has been purchased for the entire UShop account.
  - Each individual user must set up an Amazon account by attending an Amazon Account set up session.
  - [Click here](#) to register
- Shipping Options – Expedited Shipping
- 7-Day Inventory Lock
- Scheduled Delivery

**Invoice Approvals By PI’s For Invoices Associated With Subcontracts**

An audit finding indicates that invoices associated with subcontracts are insufficiently reviewed for verification that the goods or services were in fact delivered. A possible remedy is to expand the invoice approval process in UShop to always include the PI or approved alternate whenever a subcontract account number is present i.e. 628XX or 629XX. No timeline has been established yet for this change but please look for an announcement and provide feedback on the plan. Originally this approach was severely criticized, but sentiments seem to have changed and so far we have had widespread support.

**Purchasing Organizational Changes**

Terri O’Toole was introduced as a new Associate Director in Purchasing. Terri comes to the University from the state of Utah Purchasing department. To see Terri’s and the rest of Purchasing’s contact information, [click here](#).

**BidSync**

Purchasing will begin using BidSyc again for bidding. Watch for more information.

**ePR Year End**

The close process for ePR and UShop were explained. [This document](#) gives the details of the presentation.

**Self Service Liaison Change**

Departments need to keep the Liaisons updated. Campus communications are often sent to Liaisons, so they need to be correct. The method for updating a Liaison was demonstrated. [Click here](#) for the help link for updating a Liaison.
Granting Financial Authority

The Granting Financial Authority (GFA) application was demonstrated. GFA is the workflow backbone of ePR and USHop and potential future web applications. GFA replaced the signature card a few years ago. This diagram shows how GFA works:

- Each Account Executive only has to provide his/her signature once
- Each Account Executive can have one to many Activities or Projects
- Each Activity or Project can only have one Account Executive
- Each Activity or Project can have zero to many Alternates (a person authorized to sign/approve on behalf of the Account Executive)
- Each Alternate can have one to many Activities or Projects
- Each Alternate only has to provide his/her signature once

Click here for the help link for using GFA.

Next BPAG Meeting — June 8, 2018