Dear Valued UVM Vendor,

Purchasing Services and the Disbursement Center have taken steps to increase compliance with UVM’s Procurement Policy that may affect you. Please see below for important updates and reminders.

**UVM Purchase Order Design Change Effective July 1, 2017**

- UVM’s POs will have a new look, but will contain all the same information as they currently do.
- New POs will be the only official authorized UVM purchase order. Please do not process any orders if you receive requests using other forms.
- Please do not ship product or begin services until you have received an authorized UVM Purchase Order.
- Contact purchasing@uvm.edu if you are uncertain about a PO you received.

**Expedited Payment Processing Reminders**

- Email invoices with valid UVM PO numbers directly to disburse@uvm.edu or address noted on PO.
- Invoices without valid PO numbers will be returned to the vendor, which will delay payment.

**Procurement Policy Revisions**

- When a purchase order is required, it is the authorization that binds UVM to the purchase and payment to the vendor (this does not apply when UVM’s purchasing card is used for payment). UVM’s Procurement Policy now emphasizes the importance of following the proper purchasing procedures in Section C.

  http://www.uvm.edu/policies/procure/procurement.pdf

Our goal is to lower liability risks for all parties in the purchasing process by increasing campus awareness of proper procedures, thereby increasing the efficiency of delivery of goods and services and providing timely payments to you, our valued partner.

Thank you and kind regards,

Natalie Guillette  
Director of Purchasing Services

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**For Purchasing Information**

Contact Purchasing Services  
(802) 656-6610  
purchasing@uvm.edu  
http://www.uvm.edu/purchasing

**For Payment Information**

Contact Disbursement Center  
(802) 656-4192  
disburse@uvm.edu  
http://www.uvm.edu/disburse