

LSU Procurement Updates

- Software Purchase Approval
 - Exploring Workday functionality to request and obtain necessary approvals of software products prior to the procurement
- America To Go
 - Catalog live in Workday
 - PDF list available on 'Catering' webpage for external parties
 - Contact Stephen (swalczak@lsu.edu) or Tiffany (tcart12@lsu.edu) regarding ordering issues
- Location Requests
 - Requests to add a shipping address now made directly in Workday
 - To begin this process, type **Create Request** in the Workday search bar and select **Location Request** as the request type. Initiator must provide explanation for adding/modifying address.
 - The request must be approved **prior to** submission of the requisition. The initiator will be notified once the address is made available for use in Workday.
 - The typical turnaround time for addresses to be added in Workday is at minimum 5-7 business days.

LSU Procurement Updates

- Business Systems
 - Met with both AmeriPrint and the Division of Strategic Communications to address concerns with business systems
 - AmeriPrint is enhancing ordering software
 - Strat Comm is developing template changes;

Procurement Roundtable Meeting
Tuesday, December 10th at 2:00 PM
Peabody Hall Room 225