



Procurement & Payment Services Newsletter

Summer Issue – August 2023



Welcome to FY24

Happy New (fiscal) Year! Thank you for a great end of year! We are looking forward to a wonderful kickoff to FY24. Below are some great ways our department can provide support for you.

New Updates

Procurement Policy Updates

Procurement's new Sole Source Policy was recently approved, and our current Travel Policy will be updated soon. You can always view our current policies in the [Procurement Document Library](#) on our website. You can also attend our trainings to find out more about these updated policies.

New Look Coming to BuyLU

Attention all BuyLU users—the Requisition, Purchase Order, and Invoice documents have been revamped to streamline the user experience. You can find out more about these changes by attending our trainings listed below.

[Learn More](#)

Procurement Training Sessions

We are excited to host Procurement Training Month in September!

- **Sept. 5, 10-11 A.M.** – Purchasing Services Training (Teams)
- **Sept. 5, 3-4 P.M.** – Payment Services Training (Teams)
- **Sept. 12, 9-10 A.M.** – P-Card Services Training (Teams)
- **Sept. 12, 11 A.M.-12 P.M.** – Travel Services Training (Teams)
- **Sept. 19, 10-11 A.M.** – Contract Services Training (Teams)
- **Sept. 26, 10-11 A.M.** – Enterprise Sourcing Training (In Person & Teams)

[Learn More and get links to training sessions.](#)

BuyLU Tips & Tricks

We want you to be able to use BuyLU in the most convenient and efficient way possible. Our Fall 2023 tip has to do with the Requisition form.

[Learn More](#)

Meet the Purchasing and Enterprise Sourcing Teams

The Purchasing Team is happy to assist with your purchasing needs. Please join us for our next training session in September to learn more about requisition form enhancements, sole source purchases, and dashboards.

[Learn More](#)

Meet the Business Services Team

We're happy to introduce some new team members who recently joined the P-Card team to assist with your P-Card and Infor-related needs.

[Learn More](#)

For all general questions, you can email procurement@liberty.edu, call [592-3012](tel:592-3012), or [visit our website](#).



Featured Article

With many organizations employing procurement software to monitor spending, why does maverick spending continue to happen?

[Learn More](#)



Did you know?

Receiving is your department's confirmation that goods have been received or services have been provided and provides Payment Services approval to pay the invoice.

[Learn More](#)



Procurement Document
Library



We want to hear from you!

We would like to gain your

The Procurement Document Library is your all-in-one page for policies, forms, and training materials related to Procurement & Payment Services!

[Learn More](#)

feedback on our services so we can continue to strive for excellence in all aspects of our services.

[Learn More](#)

Our Vision

Providing a positive customer experience focused on building trust and creating value – grounded in professional stewardship and a servant's heart.

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Liberty University
1971 University Blvd.
Lynchburg, Va. 24515
(434) 582-2000

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