



Procurement & Payment Services Newsletter

Spring Issue - April 3rd, 2023



Welcome to our Procurement Newsletter! Who are we?

Our team is one of the many dedicated staff sections that help the University achieve its mission and be good stewards with what the Lord has given Liberty University. With enrollment growing to historic levels, it's more important than ever to increase communication and provide excellent support services.

Procurement & Payment Services is the central hub to meet University purchasing, contract management, payment, and travel needs. With a focus on customer engagement, we aim to create value through professional service, transparency, and University buying power. Our professionals uphold the highest standards of ethics and integrity and are committed to University mission accomplishment. Please visit our newly revamped [procurement website](#) for more information.

Did you know?

LU Branded items are available on our shopping homepage within BuyLU. For all free LU branded items, please use the "LU Branded Free Inventory" tile. For LU Branded items at a cost, please use the "LU Branded Inventory" tile to place your order.

Sodexo Flavours Punchout is now available on our shopping homepage within BuyLU. This punchout will allow for an easier shopping experience for Catering. This punchout is only for simple orders. If you have a more complex order, you will need to contact Sodexo Flavours.

New Updates

Anthony Travel is our new vendor for all LU travel. For more information, please visit our [travel webpage](#). You may also contact our [Travel Team](#) for any questions or concerns.

NEW Procurement Training sessions are approaching! Our team is happy to announce personal training just for you. Our first scheduled training session will be hosted on **TEAMS** on **April 19th, 2023** from **2pm-3pm**. You won't want to

miss these valuable training sessions! Please visit our [procurement homepage](#) to locate the **TEAMS meeting link** and join when the date arrives.

NEW P-Card Policy Training has been launched as a training course on Canvas. Finance 221: P-Card Policy & Procedures is our new finance course to learn more about the P-Card Policy. Please contact our [P-Card Team](#) for more information.

Our Procurement Website has been revamped for a fresh new experience. Please visit the link below to explore!

[Learn More](#)

For all general questions, please contact [Procurement](#) or call 592-3012.

Please explore our services below!



Purchasing Services

Our Purchasing Services Team will help you understand the purchasing process while you remain compliant with LU policies. Find answers to your purchasing questions here!

[Learn More](#)



Contract Services

Our Contract Services Team is dedicated to serving your department's contract needs. Contracts and quotes go through our team for review and signature. To learn more about the contract process, click here!

[Learn More](#)



Payment Services

Our Payment Services Team, formerly Accounts Payable, will help you understand our payment methods and how to check a payment status. (Excluding salary or student refunds) Click below to find out more!



Travel Services

Come see what's new in the world of travel with LU! Our Travel Services Team is here to help you with all your travel needs. Check out these important travel updates!

[Learn More](#)

P-Card Services

Who do you contact to get a PCard? Wondering if you can put that on your PCard? How do you reconcile your PCard purchases? Get all of your answers here!

[Learn More](#)[Learn More](#)

Procurement Document Library

Please visit our newly established Procurement Document Library for all policies & forms related to the services that we offer.

[Learn More](#)

We want to hear from you!

Our goal is to strive for excellence and provide help to all of our end users. Please click the link below to take our survey!

[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.

Click below to visit our Procurement & Payment Services website!

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