



# Procurement & Payment Services Newsletter

**Spring Issue – April  
2024**



## Welcome to the End of FY24

The Procurement & Payment Services team wants to say, “THANK YOU!” You all have been very supportive of the many changes that have rolled out this year, from an updated P-Card Policy and Travel Policy to a new Sole Source Policy. You have also provided valuable feedback on the requisition and contracts review functionality in BuyLU.

We need your continued assistance as the end of FY24 is here.

### Sparky Says — “Good Stewardship Starts With YOU!”

The end of the fiscal year is here, and we encourage all departments to plan purchases and contract requests accordingly. All purchases must be issued and received before July 1, 2024. Contract requests must be submitted by April 30, 2024, to ensure adequate time for processing. Please view our EOY Guidance below for more details.



## New Updates

### LU Finance Official FY24 EOY Guidance

Please [view our EOY Guidance](#). Procurement is here to help, and we are happy to work with each of you to accomplish your goals.

### New LU Purchasing Card (P-Card)

This month, we will transition to a new P-Card with a new design. You will still track and reconcile your transactions in Infor. You will receive an email regarding pickup separately. There will be a cutoff when your old cards are no longer active, so please act quickly once you receive that email. If you have any questions or concerns, please [send an email](#) to the P-Card Services team. You may also view our [New P-Card Pickup FAQ](#) page for more information.



### Procurement Policy Updates

New updates to the Purchasing and Contract Administration policies are coming out soon. A lot of time, effort, and collaboration went into these updates, and we are excited to enhance the clarity, transparency, and repeatability in the procurement process. You won't want to miss our upcoming training sessions where we will go into more detail and answer questions. You can always view our current policies in the [Procurement Document Library](#) on our website.

### Finance Portal and New Procurement Webpages

We would like to introduce our new [Finance Portal](#) (available in ServiceNow) for all BuyLU and Infor requests. Also, please see our new [Purchase & Contract Reporting](#) page and [Welcome to Procurement](#) page for your department's procurement reporting and knowledge needs.

### Supplier Portal Registrations — Mandatory for FY26

Procurement is moving toward establishing all suppliers on the BuyLU Supplier Portal. This will occur in July 2025 and result in increased opportunity for sourcing, competition, and sensitive document management.

### Vendor Expo — Partnering With Lynchburg Business Alliance

Procurement is excited to announce our first Vendor Expo on July 9, 2024, which is an event created in collaboration with the Lynchburg Business Alliance. This is our first Vendor Expo and will be limited to Lynchburg Business Alliance members. The goal is to strengthen our business relations with the Greater Lynchburg Area vendor base. We will be sharing information on how to do business with Liberty University, what expectations both sides should have, and what are some unique challenges that we face. If you are interested in learning more, please contact our office at [procurement@liberty.edu](mailto:procurement@liberty.edu).

### Procurement Training Sessions

We are excited to host Procurement Training Month in April!

- **April 22, 2 P.M.** — Payment Services  
([Add to Your Calendar](#), [Teams Meeting Link](#))
- **April 23, 2 P.M.** — Enterprise Sourcing  
([Add to Your Calendar](#), [Teams Meeting Link](#))

- **April 24, 10 A.M.** — Purchasing Services  
([Add to Your Calendar](#), [Teams Meeting Link](#))
- **April 25, 2 P.M.** — Contract Services  
([Add to Your Calendar](#), [Teams Meeting Link](#))
- **April 26, 10 A.M.** — P-Card Services  
([Add to Your Calendar](#), [Teams Meeting Link](#))
- **April 26, 2 P.M.** — Travel Services  
([Add to Your Calendar](#), [Teams Meeting Link](#))

For general questions, email [procurement@liberty.edu](mailto:procurement@liberty.edu), call [434-592-3012](tel:434-592-3012), or [visit our website](#).



Did you know?

Periodically, LU will have surplus branded items available for free via the [LU Branded Free Inventory tile](#) available on the BuyLU shopping homepage.

Learn More



Procurement Featured Article

Upholding ethical standards is highly important to maintain a Christian procurement system.

Learn More





### BuyLU Tips & Tricks

You can change the main dashboard in your settings to best suit your needs for your day-to-day activities.

[Learn More](#)



### PDFN 221 Course

This course provides a comprehensive overview of the updated P-Card policy and is mandatory for individuals seeking to acquire a P-Card.

[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.*

[Procurement Document Library](#)



[Procurement Survey](#)



[Non-discrimination Statement](#)



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