As we return to business travel and events, it is important to make sure that you have activated your T&E Card. If you have not received your new T&E Card, please contact IPPS via Services & Support.

If you need the card mailed to a different address, please follow the instructions provided in the card. As you activate your T&E Card, you may want to download the Concur app to easily manage your travel and expenses.

Concur Resources
- Join the IPPS Team for the next session of Hot Topics! This session will focus on lifting commitments associated with requisitions, purchase orders, and more.
- In next week's Fund Management Office Hours on August 26, we will focus on what reports you are using for your procurement activities.
- Attend the Fund Management Office Hours on August 19 prepared to talk about your specific examples.
- As POs close automatically once its particular criteria has been reached, based on lifting commitments, please refer to the below tips for your office hours.
- Praxair is rolling out a Procurement Card program for UC San Diego Dry Ice.

Tips on Purchasing
- Ordering from Praxair and Airgas:
  - Contact Praxair Dry Ice directly to switch to Procurement Card.
  - Praxair is rolling out a Procurement Card program for UC San Diego Dry Ice.
  - The preferred delivery day, and other necessary information can be found on your dry ice delivery slip.
  - Search "Praxair Dry Ice" or "Airgas Liquid Nitrogen" for best results when placing orders.

Invoices and Reimbursements
- Only use a quantity of "1" when you are ordering "1" item.
- Do not group taxable and non-taxable items together.
- When ordering recurring orders for Dry Ice and/or Liquid Nitrogen, please use the Goods – Multiple Shipments form when submitting a recurring order request form.

Contractors
- UC San Diego is aligning with UC Office of the President to provide a Procurement Card Program.

About Us
- What’s to know about Business & Financial Services (BFS)?
  - What is your department doing for Procurement?
  - Thursdays @ 11:00am - 12:00pm
  - Fund Management Office Hours
  - Come to this week’s office hours on Thursday, August 26 @ 11:00 am to walk through your own examples that you need to lift to these office hours. Ashlyn Bernal will host and answer your questions about lifting commitments.
  - In next week’s Fund Management Office Hours on August 26, we will focus on what reports you are using for your procurement activities.

Oracle Procurement
- With the implementation of the POET validation, there were 307 incorrect corrective actions (e.g. cost transfers, PO replacement, change orders) required to correct.

Oracle Procurement Modules
- This validation will improve the effect these enhancements can have on your procure-to-pay processes.
- We encourage you to download the WalkMe extension to improve adoption.
- Install the WalkMe Browser Extension!