

From: UFS Communications
Sent: 29 April 2020 16:29
Subject: COVID-19 Finance Departmental Guidance Issue 20

Dear All

Please find today's round up of news from the Finance Division. Key Contacts are asked to share with staff in their areas.

- [iProcurement - reminder of the process for placing orders and monitoring any orders with a DTH delivery code](#)
- [Shared Services update](#)
- [FUG – next meeting Wed 6th May, 10:00 -11:00](#)
- [CUEF – notification of revaluation, unit purchases and sales](#)

This information is also available from the [Finance Division website](#). However, if you have any additional queries please do continue to contact the Help Desk on 01223 (7)65999 or at UFS_enquiries@admin.cam.ac.uk

COVID-19
FINANCE DEPARTMENTAL GUIDANCE – ISSUE 20
29th April 2020

iProcurement

Reminder of the process for placing orders.

Procurement Services have been made aware that some Departments are trying to contact Marketplace suppliers to place orders order the telephone.

During these unprecedented times, and to ensure we limit the risk of fraud to both the University and our suppliers, Procurement Services asks all users to place orders via the usual methods i.e. either via the Marketplace (for deliveries to the University only) or via a non-catalogue request (inc. all home delivery requests), with the order sent to the supplier from a University account to ensure there is an audit trail. As always if you need to contact the supplier to confirm stock levels, price or lead times please continue to do so.

Monitoring any orders that are using the DTH delivery code

Any orders raised for home deliveries using the new University-wide Deliver-to code DTH will be excluded from Departments' standard *Open Purchase Order Reports*. However, Procurement Services will email relevant departmental Key Contacts with a summary of these orders for their department on a weekly basis, starting this Friday, 1st May.

If a department would like to nominate alternative recipients for this report then they can do so by simply responding to the first report when it comes through. In the meantime departments are welcome

to email Procurement.services.enquiries@admin.cam.ac.uk with any questions relating to home delivery orders or to request information on a particular order. Procurement will happily try to accommodate departmental needs should they need anything more specific regarding these POs

Shared Services update

Shared Services are pleased to say that they are all operating well from their new 'offices' be that living rooms, dining rooms, kitchens etc. and are generally processing everything sent to them within 24 hours of receipt at present. If you have been holding work back or processing within your own departments, they are very happy to start receiving more from you, as they are in a good position to turn it round well within their five working day aspirational target. If you have any AP processing that you used to do within the department but would like them to start processing for you, again please send it through. All they ask is that you separate out supplier invoices, expenses and IPO payments.

FUG

Following the success of our initial venture into the world of virtual presentations we are pleased to announce that our next Finance User Group meeting will be Wednesday, 6th May 10.00 to 11.30, via Microsoft Teams

[Click here to join meeting](#) on Microsoft Teams and remember to log in to Teams using your @cam.ac.uk

The Agenda will shortly be available from <https://ufs.admin.cam.ac.uk/financial-users-group/fug-papers>. In the meantime if you have any questions/topics you may want covering please email these to michelle.bond@admin.cam.ac.uk prior to the meeting, to help us to manage these effectively.

Cambridge University Endowment Fund – notification of revaluation, unit purchases and sales

Revaluation as at 31 March 2020

Please note that the Cambridge University Endowment Fund has been revalued as at 31 March 2020. CUFS has been updated to reflect the new valuation in the April 2020 accounting period. The new Unit value is £53.31 (rounded). The unit value at the end of the previous quarter was £60.61 (rounded) which represents a decrease in value of 12.04%.

Purchases and sales

Unit purchases and sales as at 31 March 2020 will also be processed within the CUFS April 2020 accounting period. Contract Notes for purchases and sales will be despatched in due course.

Next quarter

Could all non-Trust Fund purchase and sale request be sent to treasury@admin.cam.ac.uk. All Trust Fund requests should be sent to UFS_TF@admin.cam.ac.uk. The deadline for the requests to be received is the 17th June 2020.

Any queries should be addressed to Scott Maclaren, Treasury & Investments ext. 64216