

# LSU Procurement Updates

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- Software Purchase Approval
  - Exploring Workday functionality to request and obtain necessary approvals of software products prior to the procurement
- America To Go
  - Catalog live in Workday
  - PDF list available on 'Catering' webpage for external parties
  - Contact Stephen ([swalczak@lsu.edu](mailto:swalczak@lsu.edu)) or Tiffany ([tcart12@lsu.edu](mailto:tcart12@lsu.edu)) regarding ordering issues
- Location Requests
  - Requests to add a shipping address now made directly in Workday
  - To begin this process, type **Create Request** in the Workday search bar and select **Location Request** as the request type. Initiator must provide explanation for adding/modifying address.
  - The request must be approved **prior to** submission of the requisition. The initiator will be notified once the address is made available for use in Workday.
  - The typical turnaround time for addresses to be added in Workday is at minimum 5-7 business days.

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- Business Systems

- Met with both AmeriPrint and the Division of Strategic Communications to address concerns with business systems

- AmeriPrint is 50% of Figure 10.0. Td@fridesnima(e)-1 (s)MC /Lbl AMCID 4BDC8TT2 1 Tf0 T