



BROWN
Strategic Procurement
and Contracts

Did You Know?

NEWSLETTER



»» INVITED SPEAKERS AND GUESTS

Brown University's Invited Speakers and Guests will need a completed Guest Speaker Agreement before their *public* engagement on campus. The [Guest Speaker Agreement template](#) can be found on the [Invited Speakers and Guest Policy](#) page. For Brown invited compensated *public* Guest Speakers, please follow these simple steps:

1. Complete the [Guest Speaker Agreement](#) and have both parties execute it.
2. Attach the fully executed Guest Speaker Agreement to your requisition request for a Purchase Order in Workday. *(This step is critical in order to facilitate payment to the Speaker)*

Please Note: If the Brown's Guest Speaker Agreements remain unchanged, they don't need to go through [BCM](#). For supplier-provided agreements or if there are changes to Brown's template Guest Speaker Agreement, they must be processed in [BCM](#).

»» PROGRAM CODE PRG161

With Commencement 2024 fast approaching, please be sure to use the Commencement/Reunion Program Code PRG161 when processing all Commencement and Reunion-related expenses in Workday. Moving forward, the University will be reinforcing the use of the appropriate Commencement program code to help us create more accurate reports for future budgeting. When submitting a contract request in BCM please also be sure to check the box that indicates that the contract is related to Commencement/Reunion.

»» PROMOTIONAL PRODUCT AND SWAG

All Brown University-branded promotional items ("SWAG") like t-shirts, water bottles, and coffee mugs must come from a licensed supplier approved by Brown University. Not every supplier is officially licensed, and not all licensed brands are registered suppliers. To confirm, go to elc.com/license-search/ and find a list of approved Brown University licensed suppliers. You will need a Brown Purchase Order for these buys and any use of Registered Trademarks must follow [Brown University's Visual Identity Policy](#). These items are trademarked and cannot be reimbursed or bought with a Pcard.

»» BROWN BOOKSTORE

Brown proudly stands as an official licensing partner for Apple products and peripherals. The Brown Bookstore is a one-stop shop for Apple products, general books, course materials, and technology needs. Feel free to contact bookstore@brown.edu for more information or call 401/863-3168.

AMERICA TO GO UPGRADES



America To Go (ATG), Brown University's online e-marketplace strategic supplier for ordering catering/food is getting a new look! At the beginning of April ATG's order process will have a new look and feel with updated ordering and checkout screens. In addition, there will be added functionality to allow the user the ability to create and store multiple delivery addresses and an updated feature in the My Orders section allowing all Vendor Supplier orders to be viewed.

As we navigate through our busiest period ahead, encompassing commencement and year-end, please be advised that our expected requisition turnaround time in Workday can be up to 72 hours. We sincerely appreciate the community's patience and understanding.