

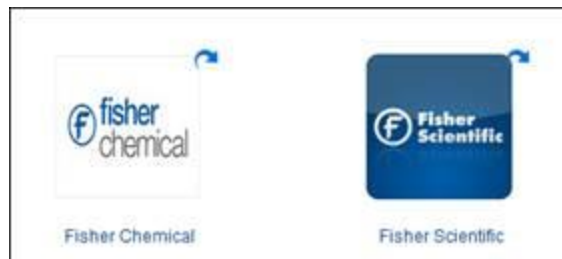


Fisher Catalogs & 2020 Mileage Rate Update

Fisher Procurement Catalogs

The University of Wyoming has partnered with Fisher Scientific to bring thousands of innovated, indispensable lab equipment, supplies, and chemicals at negotiated prices.

To access the negotiated pricing, employees can purchase items through the Procurement Catalog section within Purchase Requisitions. Upon accessing the Procurement Catalogs, Fisher Scientific and Fisher Chemical will be displayed as separate icons. All consumable items such as lab supplies, lab equipment, etc. should be purchased through the Fisher Scientific icon. All chemical purchases should be purchased through the Fisher Chemical icon. Simply click on the icon to navigate to the supplier's website, search for items and checkout.



Please note: When ordering chemicals, all chemical purchases should be delivered to the Regulated Materials Management Center (RMMC) and not to department buildings or shipping and receiving. **When placing an order through Fisher Chemical, users must change the shipping address to have the chemicals delivered to RMMC before submitting the purchase requisition.**

Once you submit the order on Fisher Chemical, it will return you to the Purchase Requisition screen before the requisition is finalized and submitted. At this time, update the Deliver-to Location on the requisition from the department location to RMMC (751 N. 19th St.). See screenshot below:

* Deliver-to Location 

Deliver-to Address  751 N 19th St, Regulated Materials Management, LARAMIE, WY 82071, UNITED STATES

If you have any questions on finding a product on Fisher Scientific or Fisher Chemical, or on completing the purchase requisition, please contact the Procurement Services department (procurement-card@uwyo.edu).

2020 Mileage Rate

Effective January 1, 2020, pursuant to the IRS [news release](#), the **standard mileage rate** for reimbursement for use of a personal vehicle on University business is **\$0.575 per mile**. Mileage is calculated from the origin city to the destination city. The same rate also applies to moving reimbursements.

The non-employee travel form has been updated to reflect the new mileage rate. There are two versions of the form available, one for travel prior to 01/01/2020, and the other for travel 01/01/2020 and after. These forms are located on the [Financial Affairs website](#) under Forms > Procurement & Payment Services.

Contact Information

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