



Business & Finance Division

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Dr. Katie Heiden-Rootes is an Assistant Professor in the Medical Family Therapy program in the department of Family & Community Medicine where she teaches and supervises family therapy masters and doctoral students. Her research is in family and romantic relationships of LGBTQ adolescents and adults. She is a Licensed Marital & Family Therapist (LMFT) and Certified Sex Therapist working with couples and families in a private practice in Webster Groves. She is the mother of two school- aged children. She is also traversing the online-schooling + work phenomenon of COVID-19.

## **Business Services**

### Workday - Procurement

Business Services has added several new Procurement job aids to the Workday job aid library, in response to user feedback since go-live. They are as follows:

**Procurement: Punchout Purchase Order for a Supplier Contract** (Video): This video reviews how users can designate a purchase order against a supplier contract for a punchout supplier. This will draw down the balance of the pre-approved supplier contract and allow a purchase order to be issued to a supplier contract without requiring approval.

**Request Supplier within Billiken Buy**





## **Office of Compliance & Ethics Update**

The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding, business, billing, and/or ethical practices in his or her department.