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PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter via email:
Email uis@cu.edu and
ask to be added to the User Alert list.

August 30, 2017

After-the-Fact (ATF) Purchases Reminder

An ATF purchase typically occurs when an organizational unit makes a large-dollar purchase (more than $10,000) before the PSC issues a purchase order (PO). For example, if you submit a requisition for over $10,000 in supplier services and then you authorize the supplier to begin work before the PSC issues the PO ... that's an ATF!

- It doesn't matter if your requisition is for goods or services.
- It doesn't matter if your requisition is for one item over $10,000 or for multiple items totaling over $10,000.
- It doesn't matter if the cost without shipping is $10,000 or less.

If you create an ATF, you must follow the steps outlined in the PSC Procedural Statement After-the-Fact Purchases. Be sure to discuss with the designated campus contact first.

Why is an ATF a Bad Thing?

After-the-Fact purchases result in delayed payments to suppliers who have, in good faith, provided goods or services to the University. They undermine the strong working relationships that CU strives to create and sustain with its supplier partners.

How do you avoid ATFs?

Be sure everyone in your organizational unit understands the ATF policy. Be clear that only the designated individuals are authorized to initiate purchases on behalf of the unit.

Questions? Contact the appropriate purchasing agent for the commodity.

Tips from Purchasing Services

For best-practice approaches to your requisitions, please follow these tips from PSC Purchasing Services:

- If you have a quote, include the quote # in the requisition Description. Also include specific information about what you're ordering.
- If you have a req that is under the $10,000 threshold and a quote or contract is attached, be sure to email the quote/contract to the appropriate Purchasing Agent for processing.
- If you have supporting documentation for your purchasing agent, indicate "See Attachment" – and don't forget to attach it!
- If you have specific supplier contact info – name, phone, email – include it in external comments (typically, this is not part of the quote).
- If you're filling out Price Cost Analysis, be sure to provide all information requested.
- Last, but not least! When selecting a commodity, choose the commodity that best describes the purchase you are making, not the department you are in.

Questions? Contact the appropriate purchasing agent for the commodity.

PSC Staff News

This month, we welcome two new Contracts Administrators to the PSC team!

Introducing Kira McKeown

New Contracts Administrator Kira McKeown moved to Colorado from Texas a year ago. She comes to CU after having been a solo-practitioner in litigation for many years.

Kira is a mother of three who enjoys reading / writing, exercising and doing anything outdoors!

You can reach Kira at Kira.McKeown@cu.edu or 303.764.3451

Introducing Emily Ruther

New Contracts Administrator Emily Ruther is a Colorado native who practiced law for five years in Denver, then spent 23 years at home raising a family.

Now an empty-nester, Emily has re-entered the workforce by joining CU.

She loves to fly fish, camp, hike, cook, volunteer in the community, and enjoy quality K9 time with her yellow lab, Apple.

You can reach Emily at Emily.Ruther@cu.edu or 303.764.3449.

Upcoming PSC Events

We'll be on your campus soon with these events.

CU Supplier Showcases - Register now for:

- September 7– CU Boulder
- September 14 – UCCS
- September 18 – Anschutz Medical Campus

We hope to see you there!