

June 13, 2012

## Welcome, New Marketplace Suppliers!

We're pleased to announce 3 new catalog suppliers.

- Clontech Laboratories provides kits, reagents, and services focused on gene discovery, regulation, and function. Clontech's specialty is developing high-quality, innovative tools and services to accelerate discovery in the field of biotechnology.
- eBioscience supplies a wide selection of immunology and oncology reagents targeting life science research/diagnostics. eBioscience supports research in the areas of immunology, cell biology, cancer biology, and clinical services. Enjoy a flat, 5% discount on all eBioscience products, only available through CU Marketplace.
- USA Scientific manufactures and distributes laboratory plastics, equipment, and accessories for life science research. Key interests are molecular and cell biology, immunology, drug discovery, and high throughput screening.

All 3 are key suppliers supporting research at CU. We're happy to facilitate procurement for the many departments who rely on them.

## Xerox Updates and Reminders

Xerox has increased their sales team for CU accounts. Each campus now has a dedicated salesperson, as identified below:

**Boulder:** [Lori.Malone@xerox.com](mailto:Lori.Malone@xerox.com), 303.601.7030

**Colorado Springs:** [Melissa.Hart@xerox.com](mailto:Melissa.Hart@xerox.com), 719.291.9013

**Denver:** [Chrisanthy.Harris@xerox.com](mailto:Chrisanthy.Harris@xerox.com), 303.507.5287

As you know, new Xerox orders are placed through CU Marketplace. You can customize your copiers on the Marketplace with various features such as a fax option and additional paper trays. The PSC is converting existing Xerox placements to Marketplace POs.

**Questions?** Contact [Duane.Tucker@cu.edu](mailto:Duane.Tucker@cu.edu) or 303.764.3453.

## Strategic Sourcing Update: CCI Contract

Need a new office chair? You'll be happy to hear that our new CCI contract provides an additional 8% discount. Discounts are applied to your cart in the Marketplace at time of check-out.

**Questions?** Call Duane Tucker at 303.764.3453.

## Positive Feedback for Hospitality Expo

The PSC hosted 25 exhibitors (caterers, hotels/convention centers, event service providers) and 300 attendees at the first Hospitality Expo. The event allowed exhibitors and attendees to reconfirm existing relationships and explore new possibilities.

For a list of the suppliers who participated, look under Important Links on the [Purchasing website](#).

The Expo received high marks from exhibitors and attendees. We're looking forward to more hospitality and supplier events this year.

## Procurement Card and Travel Reports: Get Ready for Fiscal Year-End

Before you know it, the end of the fiscal year will be here. Among other things, this means some additional considerations with regard to Procurement Card and Travel Reconciliation (employee reimbursement) reports in the Concur Travel & Expense System. Please note the following important points:

- Procurement Card cardholders must submit one report per month. This does not change during fiscal year-end (FYE).
- Employees requesting reimbursements should submit their Travel Reconciliation reports promptly to avoid tax consequences. In-state mileage reimbursement requests can be grouped together and submitted for the month. Out-of-state and international trips should each be submitted on their own, separate expense reports. This does not change during FYE.
- If you have created Travel Reconciliation expense reports that you do not intend to submit, please delete them before the accrual deadline (July 9).
- If you would like to receive regular reports on outstanding (unassigned) Procurement Card or Travel Card transactions for your department, contact [procurement.card@cu.edu](mailto:procurement.card@cu.edu). These reports are useful all year, but they are particularly helpful during FYE processing.

### For posting/payment in FY2012:

- Travel Reconciliation (reimbursement) expense reports must be submitted and fully approved by all department/campus approvers by 5:00 pm on Mon, June 25.
- Procurement Card expense reports must be submitted and fully approved by all department/campus approvers by 5:00 pm on Wed, June 27.

### For accrual processing, the deadline is 5:00 pm on Mon, July 9.

- All card transactions in Concur (Travel Card, Cash Advance Card, and Procurement Card) that are dated June 30/earlier will be accrued whether they have been assigned to expense reports or not.
- For details on SpeedType and Account accrual for card transactions and expense reports, refer to the [2012 FYE Infosheet](#). For your convenience, the Infosheet is available from the PSC home page at [www.cu.edu/psc](http://www.cu.edu/psc).

Questions on the above dates and procedures? Contact the Finance & Procurement Help Desk at [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) or 303.837.2161.