



September 14, 2007

Payment Voucher & Other Procedural Changes Coming Oct. 1

The new PSC Procedural Statement (PPS) Payment Voucher Authorization & Use restricts the Payment Voucher (PV) to situations where the Procurement Card or a Purchase Order is not needed. Allowable uses of the PV are now presented in an easy-to-follow grid – the grid also helps you determine the required documentation so you can avoid having PVs returned to you for that reason. To highlight a few of the changes: the PV can no longer be used to pay a vendor directly for books or cellular telephone bills. Furthermore, the PV form itself can no longer substitute for an invoice; a vendor needing to be paid (whether on a PV or on a Purchase Order) must submit a proper invoice. The new PPS replaces the current Payment Voucher Usage Policy as of October 1.

The revised PV form requires complete business purpose documentation (how this purchase benefits the University) and, for reimbursement requests, an explanation for the use of personal funds to make the purchase. If the payee is an individual, the form requires that one of the following identifiers be provided: Vendor ID #, Employee ID #, or Tax ID #.

We have published the revised PPS on the [PSC web site](#) now so you can become familiar with it prior to implementation. Please review it carefully and contact the [FinPro Help Desk](#) with any questions. The revised PV form will be on the web beginning October 1. Payable Services will accept the current PV form through the end of October.

Advance Payments to Vendors

The new PPS Advance Payments to Vendors clarifies when and how the University can pay a vendor prior to receiving the ordered goods or services. In some cases (e.g., advertising) where industry standards typically require payment of some or all of the costs in advance of placing the ad – you can proceed. In other cases (e.g., specialized lab equipment) you need to complete the new Advance Payment to Vendors (ADV) form. Note that the new ADV form is not required for advance payments of \$4,500 or less.

The new PPS, which takes effect October 1, is available on the [PSC web site](#) now so you can become familiar with it prior to implementation.

Undocumented Reimbursement: Old Form, New Uses

As you know, the Undocumented Reimbursement (UR) form replaces a missing receipt for a Payment Voucher reimbursement. As of 10/1/07, controller signature will not be required if the UR replaces a receipt of \$25 or less. Also effective 10/1: the UR can replace missing Travel Voucher receipts (except rental car gas receipts).

You'll find the revised form -- and a new PPS to guide its use -- on the web, October 1.

Travel Changes Afoot

Effective October 1, changes in travel rules and procedures will be reflected in the revised PPS Travel Authorization & Expense, and in the new PPS, Travel Voucher Authorization & Use (the latter replaces the current Travel Voucher Usage Policy). Among the most significant updates: For travel occurring on or after 10/1/07, receipts are no longer required to reimburse actual costs of eligible meals, up to the destination's designated per diem amount. (If your trip spans October 1, you can follow the new per diem rules for the entire trip.) The revised PPS will be on the web shortly to allow you to become familiar with the changes.

The revised Travel Voucher (TV) form includes expanded certification statements and requires identification of the traveler by either Vendor ID #, Employee ID #, or Tax ID #. It will be on the PSC web site as of October 1. Payable Services will accept the current TV form through the end of October.

Welcome Kirby Hollums

The Procurement Service Center is pleased to announce the addition of Kirby Hollums. Kirby is a new Purchasing Agent for the PSC and is responsible for facilitating purchases for many commodities including housing, parking, and non-Boulder campus facilities. A CU Boulder Economics graduate, Kirby worked at the Auraria Campus Bookstore as a sales floor manager for 3 1/2 years. He also worked in the private sector prior to joining us at the PSC. Feel free to contact Kirby at Kirby.Hollums@cu.edu if you have questions. We are very pleased to have you here with us, Kirby!

Updated Who Buys What

The [Who Buys What](#) is a list of How to Buy guides for purchasing commodities. If you're looking for information on state and educational pricing agreements, vendors, online ordering mechanisms, and/or required forms or processes for specific goods and services, you'll want to look at these. There have been **many changes** to the Who Buys What recently as well as many of the How to Buy guides. We encourage you to take a look at the updated Who Buys What and any of the How to Buy guides that you use to purchase commodities.

Three Supplier Showcases left

All faculty and staff – regardless of their home campus – are invited to attend any Showcase. There are still Showcases scheduled for the Boulder, Downtown Denver, and Anschutz Medical campuses. A [list of the suppliers](#) for each showcase is now available. So that we may adequately plan, we are asking you to [register for the Supplier Showcases](#).

Expenditure Control Reminder
[Sign up for an EC Forum](#) to get ready for Funds 10 and 34.