



PSC Purchasing Staff News:

Jim Colden

The Procurement Service Center is pleased to introduce our new purchasing agent, **Jim Colden**. Jim has an extensive background in procurement, most recently working for ICG Communications. There he specialized in high-tech electronics and telecommunications equipment and services. In addition, his knowledge of technical software led to a prominent role – at ICG and with previous employers – in user support and software analysis and problem solving.

A native of Colorado, Jim has spent most of his life in the Denver area and obtained his degree in Business Management from Metropolitan State College. At CU, he will assist departments in the procurement of: **Appliances; Custodial equipment/supplies/service; Food; Housing maintenance; Laundry equipment/supplies/service; and Moving.** We are happy to have him as part of our team.

Welcome to the PSC, Jim!

New Commodity Listings

Check out the new **Who Buys What** list of PSC purchasing agents, the commodities in which they specialize, and their back-ups: www.cusys.edu/psc/purchasing/whobuys-commodity.html.

SPO Payments to King Soopers

Does your department have a Standing Purchase Order (SPO) to Dillon Companies Inc dba King Soopers? To process an SPO payment to King Soopers, we need both the **SPO invoice** and the **original itemized receipt**. This means:

- The individual making the purchase retains the original itemized receipt from the store;
- The store sends the invoice to the department, *not* to Accounts Payable (AP);
- The department matches the invoice with the receipt(s); *and*,
- The department submits the matched documents to AP.

If you inquire on your King Soopers SPO in **Favorites**, **SPO Inquiry** you will see the comment: A CASH REGISTER RECEIPT WILL BE REQUIRED BY ACCOUNTS PAYABLE TO PROCESS PAYMENT.

Why does AP need the original itemized receipt?

The vendor invoice identifies only the total dollar amount. It does not include the detail necessary to process payment.

Is there a similar receipt + invoice requirement for SPO payments to other grocery stores, like Safeway?

No. Safeway, for example, submits invoices that detail the original purchase.

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New Year Travel News

In preparation for the new travel policies and procedures that take effect on **January 1, 2005**, departments are encouraged to share the following information with all individuals who travel, or who process travel, on behalf of the University.

All travelers must sign the Travel Voucher (TV) form. All individuals requesting reimbursement of University travel-related expenses must sign the TV form to indicate concurrence with the certification statement printed there. If it is not possible to obtain an original signature from the traveler, the completed TV form can be e-mailed or faxed to the traveler for signature and then the traveler can fax the signed form back to the department. The Department Authorizing Signature, however, must be an original signature on the TV form that has been faxed back. *Note: Similar signature requirements and procedures apply to the Payment Voucher (PV) form if the PV is being used to request an individual reimbursement.*

Meal receipt requirements become effective on January 1. Beginning 1/1/05, *actual* meal costs must be recorded on the TV form. If the actual cost of the meals you have to buy during a day of travel exceeds the **Meal Receipt Threshold** (80% of the Maximum Meal Reimbursement amount, or State per diem, for that location), you will need to submit all meal receipts for that particular day. The Maximum Meal Reimbursement limits will still apply. *Note: For international trips, you can submit the International Meal Diary form instead of receipts to substantiate meal reimbursement requests over the threshold.*

Maximum Meal Reimbursement amount & Meal Receipt Threshold information is now on the PSC web site: check out the grey box on www.cusys.edu/psc/payable/travel/.

International travel requires prior approval from an Officer or Administrative Officer of the University as defined by the Regents. Don't worry: you won't need to send paper forms to these offices for signatures. Instead, the Travel Authorization Program (TAP) will send an e-mail summary of trip information to the individual designated to approve international travel for the specific traveler. Absence of response to the TAP e-mail will denote approval for the international trip.

And speaking of TAP e-mail...those TAP printouts no longer need to be signed. We do need to have the TAP e-mail printout attached to the Travel Voucher (TV) in order to verify travel dates and other information.

Remember to use the correct travel Account Chartfields: For EMPLOYEE travel (in state, out of state, international) use 700100, 700200, 700300. For STUDENT/TRAINEE travel (in state, out of state, international) use 702004, 702104, 702204 (*for student workers, use the Employee codes*). For NON-EMPLOYEE travel (in state, out of state, international) use 702000, 702100, 702200.

Don't tape over your receipt information. When you tape small receipts to a standard-size piece of paper, please avoid taping over the amounts or dates. This will help ensure that the scanned documents in our Imaging system are legible.

