

## PSC Staff News: Danielle Hinz leads

### Procurement Card Administration

Supervising Purchasing Agent, **Danielle Hinz, C.P.M.**, has recently replaced Kathe Graham in her role as head of Procurement Card Administration.

A long-time purchasing agent with the University, Danielle is also responsible for procuring athletic supplies and equipment and for overseeing a team of three purchasing agents. She looks forward to working with participants in the department procurement card program and the PSC looks forward to working with her in this new capacity.

### Better Procurement Card Forms

Thanks to departments for the favorable reactions and comments about our ongoing *forms update* project. We are happy to announce that another set of Procurement Card forms have been revised and recreated in Excel, using the PSC standards that you have come to expect from our other purchasing and payable forms. The new and improved forms include the following:

- **New: New Cardholder (NC) form.** Departments use this form to identify a new Procurement Card Cardholder, providing all the information (dollar limits, Approving Official, etc.) needed to establish a new Cardholder in the program. If the new card will be a temporary-use card, the department also identifies the valid timeframe and total dollar limit for the card. Please note that the NC form replaces *two* previous forms: the usual New Cardholder request form, *and* the Declining Balance form.
- **New: ACARD Access (AA) form.** Departments use this form to request authorization to use the ACARD System software for individual Cardholders, Reallocators, and/or Approving Officials. It replaces the previous Security Access/Set-up form.

### AO Training

The recently-conducted on-line Approving Official training saw a 100% successful completion rate. The PSC appreciates all the cooperation received from the many departments. ***Thank you!***

### Goodbye, "Send to Vendor"

If you create Purchase Requisitions in the financial (PeopleSoft) database), please note that the SEND TO VENDOR checkbox has been removed from your Req panels. *All Comment text entered in a Requisition should always be directed to the purchasing agent responsible for processing it.*

#### PSC NEWSLETTER

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**Editor:** Normandy Roden  
(303) 724-0675  
[normandy.roden@uchsc.edu](mailto:normandy.roden@uchsc.edu)

## How to Contact Procurement Card Administration

Did you know you can reach the Procurement Card Administration staff by e-mail? For maximum convenience, the office can now be contacted by a general e-mail address: [Procurement.Card@uchsc.edu](mailto:Procurement.Card@uchsc.edu). Yes, you can still call 303.724.0115...Colorado Springs departments, feel free to use our toll-free number, 1.877.724.0115. And the Campus Box remains F717.

However you choose to communicate: we look forward to hearing from you.

## Introducing... your ACARD System Manual

The Procurement Card Helpline receives many calls from department Reallocators with questions about using the ACARD System software. If you've had to use our telephone resource in the past, you'll be pleased to hear about our latest written resource available on the web...

The new **Department ACARD System Manual** is a comprehensive, easy-to-use instruction book/reference guide for any individual who reallocates, conducts inquiries, or runs reports in the ACARD software. From setting up your initial profile and logging on...to basic and complex transaction reallocations, and from disputing charges...to reporting on them, this book belongs on every system user's desk (or in every user's list of Internet Favorites). To find the new step-by-step guides, go to [www.cu.edu/psc](http://www.cu.edu/psc), click on Purchasing Services, Procurement Card Program, then on Documentation.

## Tell us if you're MOVING

With various remodeling and relocation projects underway at all four campuses, many departments find themselves in the midst of moving their offices. If this sentence describes *you*, then be sure to let the Procurement Card Administration know your new office address.

*How do you do this?* Simply complete a **Procurement Card Change Form** for each affected Cardholder and fax it to Procurement Card Administration. The CC form is on the web at [www.cu.edu/psc](http://www.cu.edu/psc) -- click on Forms.

*Why is it important to notify us of address changes?* Your office address is listed as the billing address by the card-issuing bank – and this information is often used by vendors for security verification purposes. To learn a Cardholder's billing address on file, check out our new documentation on the web (*see article on ACARD System Manual, above*).

**PSC Closed Friday, 8/6/04 (12:00-5:00 p.m.)**

