



## John Simmons Retires

A lot of communication takes place between the staff of the CU campus departments and the staff of the various units of the Procurement Service Center (PSC). Most of the time, we probably don't even think about the technology that supports these communications. However, the pending retirement of the PSC's IT Support/LAN Administrator, **John Simmons**, prompts us to recognize someone who has spent the past several years keeping us up, running, and virus-free.

John began his career in 1967 as an orderly at Colorado General Hospital (now University of Colorado Hospital). He later sold medical and surgical supplies and equipment for a private company, then returned to the University as a professional purchasing agent for the Health Sciences Center. He joined the Procurement Service Center in 1999, when UCHSC Purchasing merged with purchasing units from the other CU campuses to form the new consolidated office.

Long a commodity expert in the procurement of computers and related items, John exchanged his PSC purchasing agent hat for that of IT professional in 2000.

John will be retiring from University service at the end of this fiscal year (Wednesday, June 30). The PSC is pleased to thank him for his contributions to this office and to CU in general.

*Best wishes, John!*

## Vendor File now looks to Payroll

Are you in the CU Vendor File? Employees and students who have purchased items or traveled on behalf of the University must be added to the Vendor File in order for the PSC to issue them a reimbursement. Recent programming enhancements allow these employee/student records to be regularly updated by comparison with the HRMS (Payroll) File.

Employee and student Name and home address (Location 1) in the Vendor File are now corrected each night so that they correspond with the data on file with Payroll. *What this means to you:* If you are completing a Payment Voucher or Travel Voucher form to pay a CU employee or student, you should provide name and address information as it appears in HRMS. (You should also note either the individual's Tax Identification Number *or* the individual's Vendor ID Number, to ensure proper identification of the payee.) However, regardless of what you type in the voucher's Payee Name/Address fields, the warrant itself will be issued showing the name and address from Payroll.

## PSC Closed Monday, July 5

The Procurement Service Center will be closed next Monday, July 5, in observance of the Fourth of July holiday.

### PSC NEWSLETTER

**Published by:** University of Colorado System  
Procurement Service Center  
Campus Box F716 P.O. Box 6508  
Aurora, Colorado 80045-0508

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

## Orienting Vendors to CU

*Have you ever been contacted by a merchant wanting to know how to do business with CU? Did you ever wish you could encourage a vendor to play a more active role in responding to CU procurement needs?*

The PSC offers monthly **Vendor Orientation** sessions designed to introduce businesses to the University's procurement process. Sessions are geared to provide valuable information to vendors currently unfamiliar with CU. Among the topics covered are:

- Overview of the University of Colorado (structure/organization of System Administration and the four campuses);
- CU's purchasing process and thresholds (departmental small-dollar purchasing discretion and the rules and regulations – e.g., Documented Quotes, Bids, and Proposals – affecting higher-dollar purchases);
- How solicitations are posted (and how vendors can view and respond to these announcements); and,
- The PSC-administered Small Business Program (whose goal is to maximize opportunities for small business concerns to participate in CU's procurement process).

Orientations are free (with a small fee for parking) and open to all vendors. Advance registration is required.

The next session will be offered on Thursday, July 22. For a complete listing and a registration form, go to [www.cu.edu/psc](http://www.cu.edu/psc) and click on Purchasing Services, Welcome Vendors.

*Questions?* Contact Charlene Lydick, Small Business Liaison Officer at 303.724.0672 or e-mail [Charlene.Lydick@uchsc.edu](mailto:Charlene.Lydick@uchsc.edu).

## PSC Purchasing Staff News:

### Introducing Ken Witt

The Procurement Service Center is pleased to welcome our new Contracts Administrator, **Ken Witt**. Originally from Milwaukee, Wisconsin, Ken majored in Political Science at the University of Wisconsin-Madison and subsequently earned his law degree from Stanford University. His professional career spans 20 years of private practice with large law firms as well as some time spent as an in-house attorney for the Southern Pacific Railroad.

For the past 10 years – in between negotiations on mergers, acquisitions, and securitizing receivables – Ken has also found time to explore his love of acting. He has appeared both on stage and on screen, in roles that run the gamut from auto mechanic (in television commercials) to Shakespeare.

At the PSC, Ken works with Steve Fincher to draft and review contracts required for the acquisition of goods and services. After years of specialization, he relishes the multi-task nature of the University's procurement process. Ken also enjoys working with the various CU campus departments and with our external vendors.

*Welcome to the PSC, Ken!*

### Are you marking June Business?

Please remember to mark your Payment Voucher 'JUNE' if the item was received in FY04.

