University of Colorado System
PSC procurement service center

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New PSC Web Site

*The Procurement Service Center (PSC) is pleased to introduce the **new PSC web site.** You may have already noticed a new web presence for other University of Colorado System offices, with standardized colors, banners, menu lists, icons, and link boxes. In addition to implementing these new web standards, the PSC has conducted a comprehensive review and redesign of its on-line information. We think you will be pleased with the results…*

New look for the newsletter

You already have a mini-preview of our new web site just by reading this *PSC COMMUNICATOR.* Its new masthead echoes some of the design of our new front web page and its distribution in pdf (rather than Word) format parallels our new use of print-friendly pdf documents on the new web site.

New web, old address

Yes, the PSC web address remains www.cu.edu/psc. We wanted to keep it simple! With new information and organization, some of your bookmarked spots may have changed. Please peruse the new PSC web site and create new bookmarks to suit your needs.

New conventions

New CU System web site conventions now apply to the PSC web pages. Shaded boxes in the upper right corners of pages conveniently present *links to external sites.* On the left side of each page, the *menu list* organizes PSC information by topic: General Information; Purchasing Services; Payable Services; Policies; Forms; PSC Newsletter; Help Desk; Training & Documentation; and, PSC Calendar. From the *Home* page, slide your mouse over this list to see – and transfer to – secondary pages under these headings.

What's new & where is it?

Under ***Purchasing Services*** you'll find information on methods of procurement, how to buy specific items, purchasing agents and their commodity specialties, procurement card, and the CU small business program.

Payable Services includes travel rules and regulations and accounts payable information.

Training & Documentation now links to the Step by Step guides for DPOs, Requisitions, SPO Departmental Approval, etc., as well as to the helpful How to Buy Specific Commodities documentation.

Revised PSC forms

We have continued revising our Word-based forms, recreating them in Excel format. Please note that the new PSC web site presents some new and improved Procurement Card forms, including the *Procurement Card Change (CC), Procurement Card Close (CX), Restaurant Exception (RE), Violation Warning (VW),* and *Program Entry (PE)* forms.

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Big News on Small-Dollar Purchases

University departments are now empowered to purchase most goods and services up to $4,500. *This increase in departmental purchasing authority takes effect immediately, replacing the previous small-dollar limit of $3,000.*

The new PSC web site has been fully updated to reflect the change in dollar amounts. For a summary, see below.

Procurement Card maximum now $4,500

If you participate in the departmental Procurement Card Program, please note that **$4,500** is the new maximum dollar amount **per transaction.** The PSC sets individual Cardholder per-transaction limits as requested by the department, up to the maximum allowed.

*Some Cardholders are currently authorized to use their cards for purchases over $4,500, according to the previous maximum of $4,999 per transaction. These individuals will have their transaction limits **lowered** to the new maximum on April 1, 2004.*

Payment Vouchers still have it all

You use Payment Voucher (PV) forms to purchase and pay for specific types of items in varying dollar amounts. In some cases, the PV can be used to pay a vendor in *any* amount. In other cases, the PV can only be used to pay up to the departmental small-dollar limits…which are now **$4,500.**

DPOs up to $4,500

Your Departmental Purchase Orders (DPOs) can now be used to purchase most goods and services **up to $4,500.** The DPO is typically used in situations where the University Procurement Card is not an option.

Requisitions start at over $4,500…

Beginning today, you will not create Purchase Requisitions for your department *unless* the total purchase is either (a) greater than $4,500, *or,* (b) furniture that is not covered by State contract with Colorado Correctional Industries or Corporate Express.

…and so do SPO Requests

The Standing Purchase Order (SPO) Request is a procurement option when your department expects to purchase more than $4,500 in goods or services from a single vendor over a period of time (typically, one year). For repetitive purchases with smaller-dollar totals, use the Procurement Card.

Requisition & SPO Reminder: Use of sponsored project funds over $4,500 will require appropriate campus approval prior to processing by a purchasing agent.

PO & SPO vouchers can autopay up to $4,500

Most PO vouchers over $4,500 will require on-line Receiving (on the PO) in order to pay. ***All SPO vouchers over $4,500*** will require on-line SPO Departmental Approval in order to pay.

Many thanks to Jon Arnold at UMS for building our new web site and designing the new masthead for this newsletter.