PSC COMMUNICATOR
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Procurement Service Center
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All you need to know about…

MOVING

Will your department be hiring new faculty this year? The spring and summer months typically see high activity related to new hires…ranging from the preparation of letters of offer to the actual negotiation of moving arrangements. It's a good time for department staff to review the following University of Colorado policies related to moving, and to share them as appropriate with their new faculty members:

- **Administrative Policy Statement (APS) on Moving Expense Reimbursement.** On the APS web site at www.cu.edu/policies/Fiscal/movingexp.html, this docu-ment identifies the employee moving expenses that may be reimbursed by CU. It also provides helpful links to several additional relevant web sites, including the APS sites relating to Faculty Appointment – Letters of Proposed Offer and Contracts.

  Be sure to read the APS on Moving Expense Reimbursement prior to discussing or drafting any letters of offer to new relocating faculty members.
- **How to Buy: Moving Services.** This useful reference – on the Procurement Service Center (PSC) web site at www.cu.edu/psc/departments/commodities/moving.html – steps you through the process of arranging relocation and moving services (packing, moving, insurance, etc.). It provides links to time-saving resources such as the Guidelines for Estimating Moving Company Expenses. If you prefer to read printouts of these instructions and guidelines (rather than studying material on the web), you can click on the print friendly icon in the upper right portion of the screen.

  Please instruct your new faculty member not to contact a local moving company for information. Instead, the department contact must obtain quotes from at least two of the four Denver-area moving companies listed in the How to Buy document. If the total cost will exceed $4,500, the department will need to create a Purchase Requisition for the move, and the purchasing agent will need copies of the quotes.
- **In summary:** The types of moving expenses that can be covered by CU are identified in the documents referenced above. Payments to third-party movers are typically accomplished through Departmental Purchase Orders (if $4,500 or less) or through Purchase Requisitions. Personal travel expenses related to a move are typically reimbursed through Payroll *(and not through the PSC Travel Office).*

For assistance with vendors who provide moving-related services, please contact PSC purchasing agent **Darlene Morrow** at 303.724.0125 or Darlene.Morrow@uchsc.edu.

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

Speaking of moving…

Has your DEPARTMENT moved?

Is your department moving to new space? (Or have you already moved…?) Many HSC offices are in the process of relocating from 9th & Colorado to Fitzsimons. Likewise, departments at other CU campuses sometimes relocate due to changing space needs, facility renovation and construction projects, and so on. Following are some reminders of move-related tasks:

- **Update your department Ship To and Location Code information in the financial database.** The campus ship to and location codes are required information for Purchase Orders and Purchase Requisitions. To ensure uninterrupted delivery of the items you order from vendors, please work with the PSC Help Desk (call 303.724.4772) to inactivate out-of-date address codes and create new ones. *Not sure what your location codes are?* Just ask Mary or Heather to look them up for you.
  - Departments are encouraged to plan ahead. If you expect to have moved to a new location by the time your shipment is due, please set up and use the correct new Ship To code on that DPO or Requisition.
- **Update your account information with Corporate Express.** Most departments have accounts with our mandatory office supply vendor, Faison/Corporate Express, but they often don't think to notify the company when their offices move. Currently, this is particularly problematic for the Fitzsimons relocations. *How do you tell Corporate Express your department has moved?*
  - Use the internet to update the address on your current account or to create a new account with Corporate Ex-press. Go to www.corporateexpress.com, click on the menu item *Contact Us,* select either *Internet E-Way* or *Current Customer* and fill out the form. (To change an existing account address, highlight the address change in the *Comments* box.) Click on *Send Form.* **Or:**
  - Fax a completed *Address Change form* (available at www.cu.edu/psc/departments/commodities/downloads/Office_CorpExp_Address-Change.pdf) to Corporate Express.

Questions? Contact PSC purchasing agent Ed Dinkins at 303.724.0965 or Ed.Dinkins@uchsc.edu.

Fitzsimons Research Towers now have Location Codes

The PSC Help Desk has set up generic Ship To/Location codes for the new Fitzsimons Research Center North/South Towers: ***2RC1N*** *and* ***2RC1S.*** If your department is moving, you will need to use a new campus code in Requisitions and Purchase Orders. To request that a new location code be created, fill out the recently revised *Campus Location form* (www.cu.edu/psc - click on Forms) and fax to the PSC Help Desk (303.724.1812).