PSC COMMUNICATOR
University of Colorado System
Procurement Service Center
November 5, 2004 NOVEMBER 2004

Time to Replace Expiring Procurement Cards

If you have a Procurement Card and you work for UCB or UCD-HSC, please note that your card will expire on November 30.

Renewed Procurement Cards will be available for pick-up by the appropriate Department Liaisons (Boulder) or Approving Officials (Denver-Health Sciences), or their designees, according to the following schedule.

Please note that the designee must show his or her photo ID and provide written authorization from the responsible DL or AO in order to collect that person's cards. *If the department's Reallocator is planning to attend training during Procurement Card pick-up days (see article, next column), the Department Liaison/Approving Official may wish to designate that individual to collect the department's cards.*

- **Boulder cards may be picked up by Department Liaisons or their designees on:**
  Friday, November 12 (1:00-4:30 p.m.) in UMC 381
  or
  Thursday, November 18 (8:30 a.m.-4:00 p.m.) in RL6, W179
- **Denver & Health Sciences Center cards may be picked up by Approving Officials or their designees on:**
  Monday, November 15 (8:30 a.m.-4:00 p.m.) in the CU Denver Bldg., Room 840 (CLC), on the Denver Campus
  or
  Tuesday, November 16 (8:30 a.m.-4:00 p.m.) in SOM, Room CTL0810, on the 9th & Colorado Campus
  or
  Friday, November 19 (8:30 a.m.-4:00 p.m.) in Bldg. 500, ASP Training Room, on the Fitzsimons Campus
- **Colorado Springs cards do not expire in November:**
  Most UCCS Procurement Cards expire in March 2005. Renewed cards are therefore not being issued at this time for the Colorado Springs Campus.

Finance 8.4 Demos

If you handle financial or procurement matters for your department, you may be interested in getting an early look at our upgraded finance system. Staff from the Office of University Controller and the Procurement Service Center will present Finance 8.4 overviews on each campus during the next two months. Although some presentations are filled to capacity, please e-mail your campus Enrollment Contact (listed on the Upgrade Project web, **www.cusys.edu/upgrade/downloads/DemoSchedule.pdf**) if you would like to see a demo.

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Procurement Card Reallocation Training, Anyone?

If you reallocate Procurement Card transactions for your department, you may want to take advantage of the in-person Reallocation & Report training being offered this month by PSC staff.

Please note that Reallocation training is optional.

These training sessions are scheduled in the classrooms where renewed Procurement Cards can be picked up *(see article, previous column)*. Only the designated individuals for each department can collect that department's cards. If your Department Liaison (DL) or Approving Official (AO) would like you to pick up cards when you come to training, please bring (1) your photo ID, and (2) written authorization from the appropriate DL/AO.

You do not need to inform the PSC in advance if you are simply picking up renewed cards. If you plan to attend training, however, please e-mail Procurement.Card@uchsc.edu by Wednesday, November 10. Space is limited, so please contact us as soon as you know the session you want. *Each training session lasts approximately one hour.*

- **Boulder reallocator training (RL6, Room W179):**
  Thursday, November 18 (9:00 / 11:00 / 1:00 / 3:00)
- **Denver & Health Sciences reallocator training:**
  Denver Campus
  CU Denver Bldg., Room 840 (CLC)
  Monday, November 15 (9:00 / 2:00)
  9th & Colorado Campus
  SOM, Room CTL0810
  Tuesday, November 16 (9:00 / 11:00 / 1:00)
  Fitzsimons Campus
  Bldg. 500, ASP Training Room
  Friday, November 19 (9:00 / 2:00)
- **Colorado Springs reallocator training:**
  Coming December 1.
  Look for details in a future newsletter.

Questions? Contact the PSC's Procurement Card Helpline at 303.724.0115 or Procurement.Card@uchsc.edu.

Learn to TRAVEL

Later this month, your *PSC COMMUNICATOR* will announce some important changes to travel policies and procedures. In the meantime, please mark your calendars now for *Travel Training* on your campus…

- **Colorado Springs** - Thursday, December 2
- **UCD-HSC Denver Campus** - Friday, December 3
- **Boulder** - Wednesday, December 8
- **UCD-HSC 9th & Colorado Campus AND Fitzsimons Campus** - Thursday, December 9