PSC COMMUNICATOR
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Formal State Contracts for Goods & Services

In most cases, the University of Colorado purchases goods and services using University Purchase Orders (POs). In certain situations, or under certain conditions, however, CU must purchase such items with **Formal State Contracts.**

You need a Formal State Contract to buy goods or services:

- If a CU unit is acquiring services in excess of $50,000, including services for the maintenance of equipment or software;
- If a CU unit is leasing space for more than thirty (30) days, regardless of the dollar amount of the lease;
- If it is in the best interest of the University to supplement a PO with a Formal State Contract; *and/or,*
- If the vendor requires the University to sign their contract, regardless of the dollar amount.

All Formal State Contracts must be reviewed and approved for legal sufficiency and signed by designated attorneys of University Counsel and campus designees of the State of Colorado Controller. (The latter confirm that funding is available in the department's account.) The President of the University must sign Formal State Contracts in excess of $1,000,000.

Department personnel – including vice chancellors, directors, deans, and/or department chairs – do not have authority to sign contracts on behalf of CU for goods or services in any dollar amount.

All contracts for goods and services must be signed in the Procurement Service Center (PSC) by a Purchasing Agent. Our Purchasing Agents all have written delegated authority which flows from the President of CU through the CU Director of Purchasing (at the PSC) to the individual Purchasing Agent.

Departments should always prepare their on-line Purchase Requisitions or Standing Purchase Order Request forms, and should submit all applicable paperwork to the appropriate purchasing agent, as early as possible. Although the department may negotiate with a vendor in conjunction with the PSC, neither the Requisitioner (Requestor) nor anyone else in the department is authorized to sign a contract.

Questions? Please contact Steve Fincher, Senior Contracts Administrator, at 303.724.0668, or Stephen.fincher@uchsc.edu.

PSC NEWSLETTER

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PSC Staff Serves on National Board

The Procurement Service Center is pleased to announce the election of two of its purchasing staff – *Sandy Hicks, CPPB,* and *Danielle Hinz, C.P.M.* – to the Board of the Rocky Mountain Region, National Association of Educational Buyers (NAEB). NAEB promotes the development, exchange, and practice of effective, ethical procurement principles and techniques within the higher education community.

Sandy (Director of Purchasing) is currently serving as President of the Rocky Mountain Region. In October 2005, she will be responsible for hosting the NAEB District VI (western United States) annual conference for purchasing professionals.

Danielle (Supervising Purchasing Agent) has just been elected to serve as 2nd Vice President for the Rocky Mountain Region.

Congratulations, Sandy and Danielle!

Reminder-Office Products Shows

Don't forget to take advantage of the *Office Products Shows:*

Campus	*Show Date / Location*
Colorado Springs	Tues., Oct. 26 (10:30 a.m.-1:30 p.m.) Room 116, University Center
HSC-Fitzsimons	Wed., Oct. 27 (10:30 a.m.-1:30 p.m.) Bruns Conf. Rm., Fitzsimons Bldg. 500
HSC-9th & Colorado	Thurs., Oct. 28 (10:30 a.m.-1:30 p.m.) Humphrey's Lounge
Boulder	Tues., Nov. 2 (9:00 a.m.-3:00 p.m.) Glenn Miller Ballroom, UMC
Denver	Tues., Nov. 16 (10:30 a.m.-1:30 p.m.) St. Cajetan's

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

Procurement Card Pick-Up Dates

Note: Procurement Cards for Boulder/Denver/Health Sciences Center staff expire at the end of November 2004. The PSC will distribute renewed cards and offer Reallocation training according to the following schedule:

BC:

Fri., 11/12/04 (1:00-4:30) & Thurs., 11/18/04 (8:30-4:00)

UCDHSC:

Denver – Mon., 11/15/04 (8:30-4:00)
9th & Colorado – Tues., 11/16/04 (8:30-4:00)
Fitzsimons – Fri., 11/19/04 (8:30-4:00)

Training and card distribution locations will be announced in a future newsletter.

Colorado Springs: Your cards do not expire until March 2005.