PSC COMMUNICATOR
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Procurement Service Center
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Procurement Service Center Will Move to Denver

Like so many other departments at Boulder, Colorado Springs, Denver, and Health Sciences, the Procurement Service Center (PSC) will soon need to update its Ship To and Location codes in the financial database.

In other words, our office is moving.

Sometime next spring (2005), the staff of the PSC will relocate from our initial home in Fitzsimons Building 500, on the Health Sciences Center campus, to the Lawrence Street Center (corner of Lawrence & 14th), on the downtown Denver campus. The move will take place after necessary remodeling of the designated space and after the University's implementation of the finance system upgrade. *(More information on the finance upgrade will be forthcoming in future newsletters.)* As you would expect, we will provide ample notice to customers of our new street and campus mailbox addresses and when to begin using them.

During the past five years – since the creation of the PSC in summer 1999 – we have watched with interest the many exciting developments in the Fitzsimons area and enjoyed the architectural features of the historic building in which we are housed. Next year will bring a different kind of excitement to the PSC, as we join our consolidating colleagues in a brand-new location at Denver-Health Sciences Center. We are especially pleased that our new UCD location should be an accessible destination for the majority of our staff, and that our tenancy in the Lawrence Street Center will further the University's goals of tax-exempt status for this building.

Helpful Hints from AP

The Payment Voucher (PV) is a method of procurement used by most CU departments. If you are responsible for preparing or approving PVs for *your* office, you'll want to remember:

- **What can you pay on a PV?** The PV can only be used to buy the items identified (in the dollar amounts specified) on the *Payment Voucher Usage* policy (see www.cu.edu/psc - Policies). For a handy summary (post it by your desk!), see www.cusys.edu/psc/newsletter/psc-com2004-APR_01.pdf
- **What can be reimbursed on a PV?** Goods up to $4,500. You cannot be reimbursed for *services* (e.g., catering, adver-tising): these payments are made directly to the provider.
- **What is required for reimbursement?** Original itemized receipts *plus* proof of payment (POP).
- **Is the PV complete and signed?** Often missing is the Invoice Number, the Detailed Description, and/or required supporting materials (e.g., current Scope of Work or Official Function forms).

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PSC AP Staff News: *Jacque Lewis*

The PSC is pleased to introduce *Jacqueline Lewis* as one of the newest members of Accounts Payable (AP). You may have already worked with her: when you e-mail requests for voucher copies to PSC.Fileroom@uchsc.edu, Jacque provides that quick response with e-mailed images or faxed copies.

A native Coloradan, Jacque's prior work experience spans a range of private sector customer service-related roles. Among her previous employers she counts Cost Cutters, Domestique Touch, and WalMart. She undoubtedly found her psychology studies at Modesto College, California, very useful in many of these positions.

Prior to joining the AP staff as a permanent employee, Jacque provided imaging and administrative support to Purchasing as a temporary employee.

Welcome, Jacque!

PSC AP Staff News: *Cordelia Angel*

The PSC also welcomes *Cordelia Angel,* new Accounting Technician in Accounts Payable.

Born and raised in Denver, Cordelia's earliest jobs required the use of power tools and physical strength. Now she's authorized to use the power of the University's financial database to enter invoices from CU's vendors.

In her first position, Cordelia assembled windows and patio doors. She also spent time unloading plants from a semi-trailer for a local greenhouse/nursery. During 12 years with National Farmers Union Insurance Company, Cordelia rose through the ranks to become a cash payment specialist, handling accounts receivable and processing bank deposits. Her private sector career concluded this year, when Cordelia joined the University of Colorado. She is particularly impressed with the team work and dedication shown by CU staff.

We're happy you've joined the PSC, Cordelia!

Old POs & Requisitions... *Who Needs Them?*

The PSC and University Management Systems have identified a number of unused, old (created prior to December 2003) Requisitions and Purchase Orders. *For example: A department created several duplicate Requisitions, in error, and then did not cancel them. The Reqs remain in Pending Approved status, typically with outstanding pre-encumbrances associated with them.* As a courtesy to departments these old records will now be closed so that your outstanding encumbrance reports will be correct.

Questions? Please contact the PSC Help Desk at 303.724.4772.