



President Hoffman supports CU's Small Business Program

The University of Colorado has a Small Business Program (SBP), administered by the Procurement Service Center, in fulfillment of federal procurement rules. The mission of the SBP is to maximize opportunities for small business concerns to participate in the University's business of procuring goods and services at all dollar levels and regardless of fund source.

We recently published CU President Elizabeth Hoffman's strong statement of support for the SBP on our web site. In her letter, Dr. Hoffman underscores the importance of promoting a diverse business community. She further notes the "positive impact that successful businesses have on the University community and the people of the State of Colorado."

We encourage all staff involved in department procurement activities to read the full text of President Hoffman's letter. You'll find it at www.cu.edu/psc, see under *What's New at the PSC*. For more information on the SBP itself – and how it serves as a resource to campus departments – please refer to our web page, www.cusys.edu/psc/purchasing/sbp/, or contact the PSC's Small Business Liaison Officer, Charlene Lydick: 303.724.0672.

New Procurement Card Manual

The PSC has recently consolidated and streamlined the **Cardholder Handbook** and the **Approving Official Handbook** to create a valuable departmental resource in the new **Procurement Card Program Handbook**.

To refer to or print the new guide, go to www.cu.edu/psc, click on *Training & Documentation*.

Your Procurement Card On-line: Internet Ordering

Procurement Card Program policies allow cardholders to make purchases from a variety of sources, including via the internet. However, many websites used for ordering require users to agree to the vendor's terms and conditions prior to placing an order or setting up a user account. Since Colorado Fiscal Rule 2-2 requires vendor agreements to be authorized by designated individuals – for CU, purchasing agents at the PSC – the Procurement Card cannot be used to purchase via the internet under these situations. If there is no other source for the item – it is under \$4,500 – you may use a personal credit card and request reimbursement via a Payment Voucher. (*Be sure to use a secure web site, as indicated by a locked padlock icon in the bottom status bar of its order information screen.*) For questions on internet purchases, contact Danielle Hinz at Danielle.Hinz@uchsc.edu or 303.724.0116.

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PSC Purchasing Staff News:

Jennifer Bergman

Jennifer Bergman learned to love purchasing while serving in the United States Air Force. The PSC's new Procurement Card Compliance Specialist spent years repairing jet engines before becoming supervisor of the engine supply shop. In this latter capacity, Jennifer enjoyed the satisfaction that comes from helping others obtain the items they need.

After returning to civilian life, the Florida native obtained a degree in Business Administration (with an emphasis in Marketing) from Wichita State University, in Kansas.

Prior to being employed by the University, Jennifer spent five years as a purchasing agent with the Colorado Department of Human Services. At CU, she enjoys the variety and complexity of procurement operations within a major public university.

As a Procurement Card Compliance Specialist, Jennifer (*and Jeff – see article, below*) will work with CU departments to ensure that the requirements and regulations associated with the departmental procurement card program are maintained.

Welcome to the PSC, Jennifer!

PSC Purchasing Staff News:

Jeff Lehmann

The Procurement Service Center is also pleased to introduce *Jeff Lehmann* as the other member of the Procurement Card Compliance section.

Jeff's background is largely in purchasing for the health care and telecommunications industries. The Colorado native studied Business Management at Metropolitan State College of Denver. Since purchasing is "all about good business practices," a career as a purchasing agent seemed a logical next step. Upon completing his degree, he spent several years at ICG, a national firm specializing in data transmission and telecommunications. There, his procurement responsibilities focused on highly technical equipment and services. Prior to joining the PSC, Jeff expanded his procurement experience through his work at HealthOne, purchasing a wide variety of medical supplies.

Born and raised in Aurora, Jeff feels he has come full circle with his PSC job in Fitzsimons Building 500: he was born in the former hospital.

Jeff – along with Jennifer Bergman (*see article, above*) – will serve as a resource to CU offices that participate in the departmental procurement card program. As Compliance Specialists, their focus will be to assist department staff in following University Procurement Card rules and regulations.

We're happy you're here, Jeff!

