



*New Policy:*

**Alcohol Use & Expenditures**

By this time, most of you have heard of the new Presidential Directive on Payment for Alcohol for Personal Consumption. The directive is being developed into a new Administrative Policy Statement (APS), *Alcohol Use and Expenditures*, and is expected to be finalized within the next week or two.

*So how will this policy affect you?* We will be providing you with a complete summary of the new restrictions when they are finalized later this month. In the meantime, following are some key ideas to keep in mind as you begin to plan official functions, conferences, and other events in the new academic year.

*There are new restrictions on how to purchase alcohol:*

- o Purchases of alcohol for functions must be made using either specially designated gift funds (Fund 34 marked for entertainment, donor cultivation, or recruitment) or non-UPI agency funds (Fund 80).
- o Purchases of alcohol must be recorded under specific Accounts: either as the new 550102 (Official Function with Alcohol) or as Cost of Goods Sold (for retail sales).

*There are new restrictions on how to authorize and serve alcohol:*

- o Alcohol can only be served in licensed establishments or by licensed vendors.
- o New restrictions apply regarding attendees (a majority must be non-employees).
- o The Official Function form must be signed by the appropriate campus vice chancellor (or system vice president) for finance.

If your department has already planned an event with alcohol, you can continue under current policies for functions in August. Events taking place September 1 or later will require that you follow the new policy.

**Learn your APS ASAP**

The University has a range of Administrative Policy Statements (APS) that provide guidance to departments on various matters. As new drafts are developed, they are placed on an employee-only web page to enable advance review and information sharing. At this time, we encourage you to become familiar with the draft *Expenditures for Sensitive and Reportable Transactions*, available at [www.cu.edu/policies/drafts/CUonly/index.html](http://www.cu.edu/policies/drafts/CUonly/index.html). This draft has undergone extensive review and will soon be made final.

*Questions?* Contact your finance office.

**Office Supply Contract:**

**Kickoff Meetings Scheduled**

The Procurement Service Center and Faison/Corporate Express are collaborating to bring you a series of kickoff meetings focusing on the new University-wide Price Agreement (UPA) for office supplies. Offered on each campus, the sessions will also include demonstrations of the vendor's handy online ordering system. E-WAY has been updated with the new contract pricing and other features now available to CU.

You can attend the meeting of your choice but you'll need to let us know which one. To register, email the PSC Help Desk ([PSCHelpDesk@uchsc.edu](mailto:PSCHelpDesk@uchsc.edu)) and indicate your name, department name, phone, and preferred session.

Campus	Meeting Date/Location
Colorado Springs	Tues., August 16 9:00 a.m. – 10:00 a.m. Room 124, University Center
HSC-9 <sup>th</sup> & Colorado	Wed., August 17 10:00 a.m. – 11:00 a.m. Denison Auditorium
Denver-downtown	Thurs., August 18 9:00 a.m. – 10:00 a.m. Auditorium (Room 150), CU Denver Bldg.
HSC-Fitzsimons	Tues., August 23 10:00 a.m. – 11:00 a.m. Ben Nighthorse Campbell Auditorium
Boulder	Wed., August 24 9:00 a.m. – 10:00 a.m. UMC, Room 235
Boulder	Thurs., August 25 9:00 a.m. – 10:00 p.m. 6 <sup>th</sup> Floor Auditorium, Administrative Research Center

Note that catalogs and samples will *not* be available at these meetings. The new office supply catalogs will be available later this year, at the fall office products shows.

*Questions?* Contact your purchasing agent, Ed Dinkins, at 303.724.0965 or [Ed.Dinkins@uchsc.edu](mailto:Ed.Dinkins@uchsc.edu).

**The PSC is Moving...**

**...to Denver**

In September, the PSC will be moving to the downtown Denver campus (Lawrence Street Center building). You will see a change in our email addresses, our campus boxes, and our phone/fax numbers...although we will have a transition period during which mail and phone calls will be forwarded.

We will strive to minimize service disruptions during this time period. Look for more details in a future newsletter.

<b>PSC NEWSLETTER</b>	
<b>Published by:</b> University of Colorado System Procurement Service Center Campus Box F716 P.O. Box 6508 Aurora, Colorado 80045-0508	<b>Editor:</b> Normandy Roden (303) 724-0675 <a href="mailto:normandy.roden@uchsc.edu">normandy.roden@uchsc.edu</a>

