PSC COMMUNICATOR

University of Colorado System

Procurement Service Center

December 2, 2005 DECEMBER 2005

Procurement Service Center OPEN HOUSE Thursday, December 8

Earlier this fall, the Procurement Service Center moved from Building 500 at Fitzsimons to the Lawrence Street Center in Downtown Denver. Now we're having an **Open House:**

Thursday, December 8, 2005
1:00 – 3:30 p.m.
1380 Lawrence Street, 8th floor
Denver

We hope you'll stop by to see our new office space and to meet the PSC staff.

Refreshments, door prizes, and information on PSC services will all be available.

Hope to see you here.

Do You Know *How to Buy* Advertising?

*Departments frequently tell us how much they appreciate the guidance provided in the various **How to Buy** documents on the PSC web site.*

These handy instructions cover the most commonly purchased commodities at CU…including cellular phone service, computers, furniture, laboratory supplies and equipment, office supplies, professional services, and many others.

Now joining the How to Buy series is the new **How to Buy Advertising**. To find it, visit our web site at www.cu.edu/psc - click on *Purchasing Services, I Need to Buy Something,* then select *What is being purchased* and click on the icon next to the desired commodity.

Questions on advertising? Please contact:

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PSC NEWSLETTER

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President Brown Supports CU's Small Business Program

"I fully support the Small Business Program and expect each department to also support it by extending your best effort to comply with the program's goals." – CU President Hank Brown.

Several years ago, the University of Colorado established a *Small Business Program (SBP)* in order to maximize opportunities for small business concerns to participate in the University's business of procuring goods and services. Integral to the success of the SBP are campus department staff with the authority to purchase, and the Procurement Service Center, which administers the program.

We recently published on our web site a strong statement of support for the SBP from CU President Hank Brown. In his letter, President Brown underscores the positive impact of successful small businesses on both the University community and the State of Colorado in general. He further notes that it is *"…essential that the University assume a leadership role in actions that will provide maximum practicable opportunity for small business concerns to participate in all aspects of our procurement activities."*

We encourage you to read the full text of President Brown's letter. You'll find it at www.cu.edu/psc - look under *What's New at the PSC*?

For additional information on the SBP and how it serves as a resource to campus departments, please visit our web site at www.cu.edu/psc - click on *Purchasing Services, Small Business Program.* You can also contact the PSC's Small Business Liaison Officer, Charlene Lydick, at 303.315.2780 or Charlene.Lydick@cu.edu.

Procurement Service Center *Holiday Closings*

We have received some questions regarding the December-January holiday schedule for the Procurement Service Center now that our office has moved to the Downtown Denver location.

As a University of Colorado System office, the Procurement Service Center (PSC) follows the CU System holiday schedule.

Accordingly, we will be closed on the following dates:

Friday, December 23, 2005
Monday, December 26, 2005
Monday, January 2, 2006

The Auraria campus is closed the week of December 26-30, 2005. The PSC will be open Tuesday through Friday of that week.