



New Administrative Home for the PSC

The Procurement Service Center (PSC) – which earlier this fall found a new physical home – has recently found a new administrative home as well. Many thanks to all of you who stopped by during our Open House on December 8: this event celebrated the September relocation of our office from Fitzsimons to the Downtown Denver Campus. Accompanying the physical move to our new site is a structural reorganization that moves the PSC to the Office of the University Controller.

To recap, many of you recall the creation of the two consolidated service centers (the PSC and Payroll & Benefit Services, or PBS) approximately six years ago. The streamlining of these administrative functions paralleled the implementation of a new and improved financial database. Both service centers, along with University Management Systems, were placed in the System Operations area under the Vice President for Budget and Finance.

In October of this year, the personnel and administrative systems units of System Operations began to report to the new Chief of Staff/Vice President of Administration position. The purchasing and payables functions were separated from System Operations in order to remain in their logical home, Budget/Finance.

Last week, President Brown announced that the PSC will report to Associate Vice President and University Controller, Mary Catherine Gaisbauer, who in turn reports to Robert Moore, CU System Vice President for Budget and Finance. This merger of payables and accounting functions within a single office is more typical in higher education. The new structure furthers President Brown's efforts to strengthen internal controls by promoting an even closer relationship between the functional areas of purchasing, payables, and accounting. We believe this will enhance our shared work on financial training, documentation, and compliance throughout the year and will facilitate the fulfillment of fiscal year end requirements.

The new calendar year will bring some exciting new developments in the areas of training (on accounting, purchasing, and contract management), documentation (including additional guidance via Administrative Policy Statements and instructional materials), and procedures (including enhancements of the PO/SPO Requisition applications to ensure inclusion of descriptive information important for compliance issues).

Stay tuned for additional details in future PSC newsletters.

How is Your Fiscal Code of Ethics?

A number of departments have contacted us recently to verify the deadline for completing the *Fiscal Code of Ethics* training.

As you'll recall, this course is available in Blackboard and is required for all individuals who participate in the departmental Procurement Card program or use the Finance System, ACARD System software, Human Resources Management System, or General Ledger/Human Resources components of the Campus Information Warehouse. The purpose of the training is to ensure prudent use of University resources and to promote sound financial management practices, in compliance with University of Colorado Board of Regents policies, State of Colorado statutes and fiscal rules, and federal regulations.

As a current user of one of the systems mentioned above, you will have until **Thursday, January 19, 2006**, to complete the course, pass the course test, and agree to abide by the Fiscal Code of Ethics. (If you are responsible for purchasing activities, you must also comply with the University's *Procurement Code of Ethics*, which is referenced in this course.)

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Do You Know How To: Request an SPO Renewal?

Did you know that there are two ways to build a new Standing Purchase Order (SPO) Requisition? You can add an SPO Req to ask a purchasing agent to create a **new** SPO...or you can add an SPO Req to ask a purchasing agent to renew an **existing** SPO.

When you request the renewal of an existing SPO, it is important to do so correctly. This means that you copy the data from the current SPO into your new SPO Requisition – and then make any needed changes to the request. This means that you do *not* create a new SPO Req that simply references the current SPO in a text comment.

How do you request an SPO renewal? In the Finance System, go to *Purchasing, Requisitions, SPO Requisitions*. Then click on *Add a New Value*. Do not immediately enter any data in the SPO Requisitions page. Instead, click on the green SPO Renewal icon in the upper right corner:



The system will ask you which SPO you want to renew. Type in the SPO number (you do not need to enter the leading zeroes) and click OK. You will see the SPO Requisition page populate with data from the current SPO.

Now, make any desired changes. Save. Obtain department (and, if appropriate, Sponsored Project) approval. That's it.

