



Office Supply Contract Finalized

Good news: The new mandatory University-wide Price Agreement (UPA) with Faison/Corporate Express has been finalized and will take effect on August 1 for all CU campuses. Among the reasons you'll like the new office supply contract: lower pricing, continued great service, and an easy online ordering system.

Many departments have registered to use the online ordering system at <https://www.eway.com>. If you are not already relying on E-WAY, you can complete the Faison/Corporate Express application form at http://ceaurora.com/state_eway_setup.html.

Together with Faison/Corporate Express, the PSC will present a series of contract kickoff meetings on each campus. These will provide an overview of the contract and the services available to CU. And don't forget...the annual Office Products Shows will be coming later this fall. More information will follow on both of these events in future newsletters.

In the meantime, should you have any questions, please contact Ed Dinkins, PSC Purchasing Agent specializing in office supplies. Ed can be reached by phone at 303.724.0965 or by email to Ed.Dinkins@uchsc.edu.

Fiscal Rule Update:

Formal Contracts for Services

Effective next month – August 1, 2005 – the State Controller has revised the State of Colorado Fiscal Rules. (As you will recall, although the University of Colorado chose to “opt out” of State Procurement Code and related rules, it is still bound by fiscal rules, including contracting rules and the After-the-Fact Purchases policy.) For CU, the fiscal rule change has its most significant impact in the area of services contracts, with **formal state contracts now required for services costing in excess of \$100,000**. The previous threshold was \$50,000.

This means that the University will now be able to issue Purchase Orders to vendors for services up to \$100,000. Often, however, vendors insist that the University sign their own (the vendor's) contract. This requirement by a vendor effectively converts that vendor contract into a formal state contract...requiring legal review and State Controller-delegate signature for all transactions over \$5,000.

Please remember that only PSC Purchasing Agents have authority to sign contracts for goods and services in any dollar amount. Deans and department personnel do *not* have this authority, even for small-dollar items that they can otherwise purchase directly.

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You Asked For It:

Printing Cardholder Statements

Procurement Card program participants know that the end of a cycle period marks the beginning of statement preparation time. But where is the statement? Many departments indicated that they prefer to be in control of this process, rather than waiting for the ACARD-generated statements to arrive in their office.

As a result, the ACARD System will no longer produce hardcopy statements and send them to cardholders. Instead, ACARD will *initiate* the statement preparation process by notifying cardholders, at the end of a cycle period, that their statements are ready to be printed upon demand. (This email message will be sent only to those cardholders who had transactions in the closing cycle.) The new process takes effect with the July cycle (June 25-July 24) and the email announcement will be sent to affected cardholders on July 29 (the last working day of the cycle month).

Who can print the cardholder statements? Anyone who has access to the ACARD System. For all departments, this means the Reallocator. For some departments, this will also mean the Approving Official (AO). For others, it may mean the cardholder.

Who should print these statements? This will vary by department since the distribution of duties within each department's Procurement Card program varies. Ultimately, it is the cardholder's responsibility to ensure that his or her statement is printed, signed, and attached to the necessary documentation. It is the AO's responsibility to ensure that he or she has also signed the statement and that it is filed in a designated place. As a general rule, we would suggest that the Reallocator print the statements since the Reallocator (1) has access to the ACARD System, and (2) has the original vendor receipts from the designated cardholder(s). Now, *how* the Reallocator prints these statements will depend on departmental circumstances. The ACARD System is flexible enough to allow two approaches to statement printing:

- If you only need to print a statement for one cardholder, or a few cardholders, you can print those statements individually, for each cardholder. *If an individual cardholder has no transactions in that cycle period, the ACARD System will tell you that there are no records.*
- If you need to print statements for many cardholders, you can produce them more quickly and efficiently by printing statements for all cardholders assigned to a specific AO. *The ACARD System will only print statements for the cardholder(s) who had transactions in that cycle.*

For written instruction on printing statements, please refer to the ACARD guides on the PSC web site: www.cu.edu/psc - click on Training & Documentation, then on Documentation.

Questions? Contact the Procurement Card Helpline at 303.724.0115 or Procurement.Card@uchsc.edu.

