

Outstanding SPO Encumbrances

Does your department have any **encumbered** Standing Purchase Orders (SPOs) that have expired...and still have a remaining balance? If you need these outstanding encumbrances cleared, please email PSCHelpDesk@uchsc.edu. They'll need to know your SPO # and the dollar amount of the outstanding encumbrance. (Note: This applies only to **encumbered** SPOs.)

For FY End processing, please let us know by Mon., 6/27/05.

June + July Trips = Separate TVs

If your business trip begins in June but will end in July: Your TV should be completed upon trip conclusion; the total amount of the reimbursement will be treated as a FY 2006 expense. If you have several trips (e.g., travel between CU campuses) during June/July: Get your TV for June trips to the PSC by Thurs., 6/30/05 (or as soon as possible afterwards, for a trip that ends that day). Submit your individual trips for July on a separate TV. Don't combine June/July expenses unless they are part of a single trip.

What do you do with a \$0 Trip?

You do not need to submit a TV form unless you have trip-related expenses to reconcile. If there are no reimbursable expenses, please respond to the TAP email to note that the trip has concluded and the TA # should be closed.

Incomplete TVs Returned to Sender

Has the Travel Office ever asked you for additional materials to support your reimbursement request? Due to the volume of incomplete TVs received in the PSC, we will soon begin returning them if we are unable to process them. Effective 7/1/05, you will have 2 days to respond with the requested materials. After that time, the TV will be returned to you so you can attach the needed information and resubmit the packet. This corresponds to Accounts Payable handling of incomplete Payment Vouchers.

AP Says...Check Your SPO Vouchers

At this time, you should be actively looking for SPO vouchers that require your approval. Check **Accounts Payable, Vouchers, Approval, SPO Voucher Approval**; use your Org # to search. Mark "June Business," as necessary. Pay particular attention to SPOs that are out of money: work with your purchasing agent to see if funds can be added to cover outstanding vouchers.

Additional Copier Product Show

A new copier product show has been scheduled at UCDHSC-9th & Colorado: **IKON**, Tues., 6/28/05 (9:30 a.m.-3:00 p.m.), Denison Library-Humphreys Lounge, Rm. 3D05. See you there.

PSC NEWSLETTER

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Getting Ready for Fiscal Year End

Closing Fiscal Year 2005 requires careful attention to specific procedures and specific processing deadlines:

FY 2005 WARRANTS

The last day to **create** FY 2005 warrants is Thurs., 6/30/05. If you need a Payment Voucher (PV) warrant issued within the current fiscal year, you will need to get the signed, completed PV and all supporting documentation to the PSC by Mon., 6/27/05.

What if you need a warrant **cancelled** in FY 2005? The PSC must receive your Warrant Adjustment request no later than noon on Thurs., 6/30/05.

FY 2005 ACCRUALS

Goods or services received by midnight on June 30 must be expensed in FY 2005. If invoices for these items have not been posted by 6/30/05, you can accrue the amounts:

- For items ordered on a Purchase Order and received in your department by 6/30/05, do online Receiving in the Finance System. If necessary, you can continue your Receiving of FY05 items into the first week of the new fiscal year. Beginning July 1, be sure to backdate the Receiving Date to 6/30 or earlier, as appropriate. Do this for all POs you have actually received in FY05, regardless of dollar amount. **Complete online Receiving for FY05 items by Wed., 7/6/05 (6:00 p.m.).**
- For items ordered on a Standing Purchase Order and received in your department by 6/30/05, do online SPO Voucher Approval in the Finance System. If necessary, you can continue your approval of FY05 invoices into the first two weeks of the new fiscal year. Beginning July 1, when you click the Approve for Payment checkbox online, be sure to click the June Business checkbox as well. Do this for all FY05 SPO invoices that have been entered in the system, regardless of dollar amount. **Complete online SPO Voucher Approval by Thurs., 7/14/05 (6:00 p.m.).**

Note: If you receive FY05 SPO invoices directly from the vendor, **mark the paper invoice as "OK to Pay-JUNE" and be sure the PSC receives it by Mon., 7/11/05.** (SPO invoices over \$4,500 will still need your online approval.)

- For FY05 Payment Vouchers, write "JUNE" next to the total dollar amount. **Be sure the PSC receives the PV by Thurs., 6/30/05.** Vendor Request forms are also due then.
- Submit all Travel Vouchers for trips completed by June 30. **Be sure the PSC receives the TV by Thurs., 6/30/05.** Do not combine June and July trips on one TV form.

FY 2005 PROCUREMENT CARD TRANSACTIONS

Reallocate all FY 2005 Procurement Card transactions in the ACARD System. **Complete these reallocations by Mon., 7/11/05 (3:00 p.m.).**

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