

Fund 30 Use & the Revised Payment Voucher/Travel Voucher

The revised Payment Voucher (PV) and Travel Voucher (TV) form on the Procurement Service Center web site now include statements regarding the appropriateness of any sponsored project fund use. The statement applies whenever a Fund 30/31 FOPPS combination is identified in the accounting information section on the form. The Requestor's signature on the PV – like the Traveler's signature on the TV – now signifies that:

If Fund 30/31 FOPPS are being used, I certify that all expenses are appropriate to be charged to the sponsored project(s) receiving the charge, that they meet the direct cost and other costing criteria, and that they are within the allowable timeframe.

Both the revised PV and revised TV are dated June 2005 (see upper left corner of form). You should begin using the new versions **no later than August 1, 2005**, to avoid having forms returned to you.

PV Problem Reminders from AP

Want your Payment Voucher forms processed quickly? Then be sure to avoid these common PV mistakes:

- Use the **Detailed Description of Charges** field for exactly that: to tell us about the payment. Complete information here can save us a phone call...and save *your* payment from delay.
- Your **Account chartfield values** are important: be sure to choose them wisely. In particular, don't use 1099 (tax-reportable) values for non-reportable transactions (like reimbursements). *Many departments have asked us how to find out if a specific Account value is 1099 applicable. In the Finance System, look under General Ledger, Chartfields, Account, GL Account CU.* If you have questions on the appropriate use of Account values, please consult your campus finance office.
- If the Payee is an individual requesting **reimbursement**, that person must sign as the Requestor. It is OK to obtain the Requestor's signature via fax. But *Department Authorizing* signature must be original.
- If you enter each **form** directly from our web site, you'll always use the most current version. If you save forms to your desktop, be sure you have the right version of a form *before* you submit: outdated forms will come back to you, unprocessed. *And speaking of forms...be sure that all forms are complete and appropriately signed.*
- **SPO/PO payments to King Soopers** require that you retain and present the original itemized receipt. The store's invoices are not detailed enough to allow payment.

PSC NEWSLETTER

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Official Function Itemized Receipts

Effective July 1, 2005, you will need to attach original itemized receipts for any Official Function meal reimbursements requested on the Payment Voucher (PV) form.

The new Payment Voucher Usage policy, dated 7/1/05, makes the handling of official function meals on the PV consistent with their handling through all other reimbursement/payment vehicles (Travel Voucher, Procurement Card, Department Purchase Order, etc.).

Note that the new receipt requirement is applicable even when the Official Function *form* itself is not required. In other words, whenever you seek reimbursement for official function meals that you have personally paid for, you will need to provide the vendor's original, itemized (detailed) receipt.

The new Payment Voucher Usage policy statement is available on the Procurement Service Center web site at

www.cu.edu/psc - click on Policies.

Procurement Card Staff begins Department Site Visits

This month, Procurement Card Administration staff will begin to conduct department site visits. The purpose of a site visit is to assess compliance with Procurement Card Program policies and procedures by reviewing the department's documentation on card purchases. Ultimately, such contacts serve to minimize risk and increase the effectiveness of the University's credit card program.

The site visits will be conducted with a number of departments at each of the University of Colorado campuses, so we can't predict when *your* department will be selected. To learn more about the overall process, you can check out the PSC web site at www.cu.edu/psc - click on *Purchasing Services, Procurement Card Program*. For specific compliance and/or program questions, please contact your Procurement Card Compliance Specialists:

- Jeff Lehmann, 303.724.0735
- Jennifer Bergman, 303.724.0670

FedEx DirectLink Users: Remember 8-Digit Speedtypes

Is your department using the FedEx DirectLink system for electronic invoicing of Federal Express delivery charges?

If you answered *Yes*, please note the following reminder from Accounts Payable: When filling out your FedEx airbill, you must provide your 8-digit Speedtype (**and no other information**) in the Reference field.

Questions? Contact Maria Buerman, AP Supervisor, at 303.724.0036.

