

## Got Fiscal Code?

Many of you recently received an email message from Associate Vice President and University Controller, Mary Catherine Gaisbauer, announcing the University's new Blackboard course on **Fiscal Code of Ethics**. The course is required for all individuals who participate in the departmental Procurement Card program or who use the Finance System, ACARD System software, Human Resources Management System, or General Ledger/Human Resources components of the CIW. The purpose of the training is 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. Ultimately, the training will help ensure prudent use of University resources for their designated purposes.

Current users have until January 19, 2006 to complete the course, pass the course test, and agree to abide by the Fiscal Code of Ethics. (Individuals responsible for purchasing activities must also comply with the University's *Procurement Code of Ethics*, which is referenced in this course.) New users must complete the Fiscal Code of Ethics course along with any other training requirements for the specific system. *Current users have already been enrolled in this course. New users will self-enroll, as appropriate (see article below).*

## What's on YOUR Blackboard?

When a Blackboard course allows self-enrollment, how do you do it? Go to <https://blackboard.cudenver.edu/> and click the **Login** button. Sign in, using your employee ID number as both the username and the password. Once you have logged in, you will be able to search the **Course Catalog**. Click the Catalog tab at the top of the Welcome page and then click on your campus name to find the available course offerings. (You can also search by topic, e.g., Travel.) To self-enroll, click the **Enroll** button next to the title of the desired course. Then, click **Submit**. You should receive the message, *Receipt: Success*. Click **OK**. If you have any questions on enrolling in a course, please contact CU-Online at 303.556.6505 or [inquiry@cuonline.edu](mailto:inquiry@cuonline.edu). To assist you, they will need to know your employee ID number.

## Procurement Card Forms Revised

The PSC has recently revised the Cardholder Agreement and Approving Official Agreement forms (effective 11/2005) to reflect the new Fiscal Code of Ethics training. The ACARD Access form has also been revised (to note the new training requirement for Reallocators) and renamed *Security for ACARD System Access* in an effort to clarify its purpose. It is used to request authorization for ACARD System software (e.g., to reallocate card transactions or print cardholder statements). See [www.cu.edu/psc](http://www.cu.edu/psc) - Forms.

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## Procurement Card

### Proper File Documentation:

### What Is It?

You know that your Procurement Card file must include a valid source document, issued by the merchant, for each transaction. *So what constitutes a proper source document?* Regardless of the type of document – invoice, receipt, packing slip, or order/confirmation form – the following information must be present for the document to be considered valid:

- **Merchant name**
- **Cardholder name and/or card number**
- **Date of purchase** (not just invoice date)
- **Description and quantity of each item purchased** (you can write this information on the document if it is not apparent)
- **Brief explanation of individual(s) on whose behalf the transaction was initiated** (especially if the transaction represents an unusual purchase for the organizational unit or a sensitive expenditure...for example, *Retirement reception for Professor X*...see the Sensitive Expenditures policy statement at [www.cu.edu/psc](http://www.cu.edu/psc) - click on Policies)
- **Official Function Authorization form** (if the transaction is for an official function and if the OF form is required by the Official Function policy statement, see Policies web site referenced above)
- **Waiver to purchase furniture** (if the transaction is for office furniture that was not purchased under the state contracts)
- **Unavailable Documentation form** (if the original receipt/invoice was lost and a duplicate could not be obtained from the merchant, or if the merchant did not provide a receipt)
- **Unit (per item) cost** and, if applicable, **shipping/handling cost**, as well as **tax** (the tax amount should then be deducted from the total)

The Cardholder and his or her Approving Official share responsibility for ensuring that this information is included in the documentation on file. The Cardholder's Reallocator is responsible for reallocating all charges within 30 days of the transaction date.

To stay up to date on all Procurement Card Program policies, see our web site: [www.cu.edu/psc](http://www.cu.edu/psc) - click on Purchasing Services, Procurement Card Program.

*Questions on Procurement Card documentation?*

Contact the PSC's Procurement Card Compliance Specialists:

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