PSC COMMUNICATOR
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Procurement Service Center
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After-the-Fact Purchases

Policy Reminder

Time to review the **After-the-Fact Purchases Policy**…

What is an After-the-Fact (ATF) purchase?

Purchases over $4,500 typically require the issuance of a purchase order by a PSC purchasing agent. (It does not matter if the purchase is for one item costing over $4,500 or for many items totaling over $4,500. Shipping charges are included in the cost.)

If department staff initiate such purchases themselves, they violate the After-the-Fact Purchases policy.

How does an ATF occur?

Someone orders or obtains a good or service that a purchasing agent should have ordered on behalf of the department.

How do you find out you have an ATF situation?

ATFs may be identified when it comes time to pay an invoice…and you realize that you cannot create the procurement mechanism to cover the high-dollar payment.

What do you do about an ATF?

You need to follow the proce-dures described in the ATF policy (refer to our web site at www.cu.edu/psc - click on Policies, look under Purchasing). Note: at the bottom of the policy statement is a list of contacts. Be sure to talk to your campus contact before you take any action. They'll help you work through the process.

What happens then?

The required documentation must be reviewed by the Chief Financial Officer for your campus and by the State of Colorado Controller. They evaluate the circumstances that led to the ATF and decide whether to approve payment by the University or not.

What's bad about an ATF?

The process delays payments to vendors who have, in good faith, provided goods or services to your department. Furthermore, the individual who initiated the improper transaction may be held personally liable for payment *(Colorado Revised Statutes, 24-30-202(3)).*

How do you prevent ATFs from happening in your department?

Be sure that everyone understands the ATF policy and that only the designated individuals initiate purchases on behalf of the department.

Who do you contact if you have questions about the After-the-Fact Purchases Policy?

We encourage you to read the policy and direct any questions you may have to your campus finance office, the PSC Help Desk, or the purchasing agent who specializes in that commodity.

PSC NEWSLETTER

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Campus Box 124 P.O. Box 173364
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Editor: Normandy Roden
303.315.2825
normandy.roden@cu.edu

Approval for Vendor Shows

University of Colorado Procurement Rules – implemented July 1, 2005 – require departments to notify the Director of Purchasing at least ten (10) business days prior to hosting a vendor show.

A **vendor show** is defined as a product demonstration or exhibit to which more than one University department is invited by a vendor for the purpose of marketing goods or services. If your department hosts or sponsors such vendor shows, you need to complete and submit the Vendor Show Approval form on the PSC web site (www.cu.edu/psc - click on Forms, then look under Purchasing forms).

Note that a product/equipment demonstration to a *single* CU department is *not* considered a vendor show. The Director of Purchasing has the final authority to determine what constitutes a vendor show. For questions, please contact Sandy Hicks, 303.315.2850 or Sandy.Hicks@cu.edu.

PSC Purchasing Staff Serve on National Board

Congratulations to **Danielle Hinz**, C.P.M., Manager of Purchasing Services, and to **Sandy Hicks**, CPPB, PSC Purchasing Director. They now serve as Vice President and Past President, respectively, on the Board of the Rocky Mountain Region, National Association of Educational Buyers (NAEB). NAEB promotes the development and exchange of effective, ethical procurement principles and techniques within the higher education community.

Note: The PSC Purchasing Department recently received high reviews for their hosting of the NAEB District VI annual conference. More than 150 purchasing professionals attended the event, which was held in the Denver area earlier this fall.

Happy 5th Anniversary, PSC Help Desk

*Many departments have worked with the PSC Help Desk from its earliest days…*And last month, we recognized the **FIFTH ANNIVERSARY** of our two-person resource center for purchasing and payables questions.

Next time you call or write to **Mary Ellis** or **Heather Hoyer** (303.315.2846 or PSCHelpDesk@cu.edu), please take a moment to congratulate them and thank them for their cheerful service to the University community.

PSC Holiday Closings

As we plan activities for the end of the calendar year, the PSC reminds departments that our office will be closed on the following CU System holiday dates:

Thursday-Friday, November 24-25, 2005
Friday, December 23, 2005
Monday, December 26, 2005