University of Colorado System
PSC COMMUNICATOR
Procurement Service Center

October 14, 2005 OCTOBER 2005

Everyone's signing up for *TRAVEL NEWS!*

Be sure you get the news…
Sign up now for one of the Procurement Service Center's ***Travel News!*** sessions. To register, email your name, phone number, and the desired session to **PSCHelpDesk@cu.edu**.

Campus	Location / Schedule
Boulder Campus	**Monday, October 17, 2005** 9:00 – 11:00 a.m. ***or*** 1:00 – 3:00 p.m. *Rec Center-Rms 2, 3, 4*
9th & Colorado Campus	**Wednesday, October 19** 9:00 – 11:00 a.m. *School of Medicine-* *Sabin Auditorium (Rm 1646)*
Colorado Springs Campus	**Friday, October 21** 9:00 – 11:00 a.m. ***or*** 1:00 – 3:00 p.m. *University Center-Theater (Rm 302)*
Fitzsimons Campus	**Monday, October 24** 1:00 – 3:00 p.m. *Nighthorse Campbell Bldg.-* *Shore Family Forum*

Announcing…
Travel Blackboard Training

More travel news! You can now go to the blackboard to learn about University business trips. The new **How to Travel** course provides guidance to individuals who travel, approve travel, and process travel reimbursement requests. The course is comprised of two modules:

- **Know Before You Go: *Guidelines for University Travel***
- **After the Trip: *Processing Travel Reimbursements***

The course quiz offers questions about a real-life University trip, helping you assess how well you know *how to travel* at CU.
Want to learn more? Go to **https://blackboard.cudenver.edu**. Print the INSTRUCTIONS on how to enroll in a course, and then click LOGIN. Your Employee ID # is your user name *and* your password.
Questions? Contact the PSC Help Desk at 303.315.2846.

PSC NEWSLETTER

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After the Move…

As you know, the PSC has moved from its original space in Building 500 (Fitzsimons Campus) to a new location: the 8th floor of the Lawrence Street Center Building (Downtown Denver Campus). Our new contact information is listed on the PSC web site (**www.cu.edu/psc**) and is also included as an attachment to this newsletter. In particular, note the following:

For assistance…	*Contact…*
PSC Help Desk	Phone 303.315.2846 Fax 303.315.2795 Email **PSCHelpDesk@cu.edu**
Procurement Card Administration	Phone 303.315.2847 Fax 303.315.2796 Email **Procurement.Card@cu.edu**

Got Vouchers?

How do you get your Travel Vouchers, Payment Vouchers, and other invoices to the new PSC? Just send them campus mail to: **PSC Travel, DC 141,** *and,* **PSC Accounts Payable, DC 119.**
Or – for hand-delivery of documents – bring them to the 8th floor, Lawrence Street Center, 1380 Lawrence St., in Denver.
Note: We have been including our new Accounts Payable contact information with payments sent to vendors via US Mail. We'll continue this notification through October.

Go to an *Office Products Show*

Want to know more about office products? Want free samples and informational materials? Go to an office products show on your campus. *(No need to sign up – just stop by.)*

Campus	Show Date & Location
Boulder	**Tuesday, October 25, 2005** 11:00 a.m. – 2:00 p.m. *UMC-Room 235*
9th & Colorado	**Wednesday, October 26** 11:00 a.m. – 1:30 p.m. *Humphreys Lounge*
Fitzsimons	**Thursday, October 27** 11:00 a.m. – 1:30 p.m. *Bldg. 500-Bruns Conf. Room*
Colorado Springs	**Tuesday, November 1** 11:00 a.m. – 1:30 p.m. *University Center-Room 116*
Denver	**Wednesday, November 2** 11:00 a.m. – 1:30 p.m. *St. Cajetan's*

Questions? Contact Ed Dinkins at 303.315.2791 or **Ed.Dinkins@cu.edu**.