PSC COMMUNICATOR
University of Colorado System
PSC Procurement Service Center
September 15, 2005
SEPTEMBER 2005

On Friday, September 16:
PSC Closes for Move to Denver

It's moving day for the Procurement Service Center.

The PSC will be closed this Friday, September 16, to complete the physical move from Fitzsimons Building 500 to the Lawrence Street Center (LSC) in downtown Denver. We will re-open for business on Monday, September 19.

Also home to a number of Denver and Health Sciences Center administrative offices, the LSC is logically located on Lawrence Street, between Speer Boulevard and 14th Street. The PSC will occupy the 8th floor.

Most of our contact information will change next Monday:

- Our new telephone and fax numbers will use the format 303.315.xxxx. *Exceptions:* The PSC Help Desk and the Procurement Card Helpline will retain their current familiar phone numbers (303.724.4772 and 303.724.0115, respectively) in addition to receiving new extension numbers.
- Our new email addresses will use the standard format for CU System offices: Firstname.Lastname@cusys.edu.
- Our new campus mail addresses will reference Denver Campus boxes.

You will, however, find it easy to contact us after the move. For the next two months, all Fitzsimons phone numbers will transfer to the new Denver numbers, and our email and campus mail will be forwarded for some time as well. The PSC web site will be updated tomorrow to reflect the new contact information.

We look forward to continuing to serve you from our new Denver location.

PSC Web Updates:
How to Buy Official Functions, Official Function Form & Policy, Sensitive Expenditures Policy

In response to the University's new Administrative Policy Statement on *Alcohol Purchase and Provision*, please note:

- A new How to Buy document now provides guidance on purchasing Official Functions. To find it, go to the PSC web site at www.cu.edu/psc and click on *Purchasing, I Need to Buy Something.* Then click on the link *What is being purchased.*
- There is a new Official Function Authorization (OF) form, dated 9/2005.
- The Official Function Authorization and Sensitive Expenditures policies have both been updated.

PSC NEWSLETTER

Published by: University of Colorado System
Procurement Service Center
Campus Box F716 P.O. Box 6508
Aurora, Colorado 80045-0508

Editor: Normandy Roden
(303) 724-0675
normandy.roden@uchsc.edu

New Rules Affecting
Alcohol Purchase & Provision

Does your office host official functions or other events that include alcoholic beverages? Purchase alcohol for resale? Use alcohol in research projects? If you answered *Yes* to any of these questions, you will need to become familiar with the new University-wide Administrative Policy Statement (APS) on ***Alcohol Purchase and Provision.*** Available on the web at www.cu.edu/policies/Fiscal/index.html, the policy includes three relevant documents:

- The new **Policy** itself, which emphasizes restrictions placed on alcohol at the University of Colorado.
- A link to **Attachments**. These outline specific procedures to follow when purchasing or otherwise providing alcohol, introduce a new form, the Alcohol Purchase Authorization (APA) form, and present a risk management tool (Risk Assessment for Serving Alcoholic Beverages).
- A helpful listing of **Questions & Answers.**

In accordance with CU President Hank Brown's directive shortly after taking office, alcohol is restricted at CU. When it is allowed, specific procedures must be followed depending on the nature of the event, whether the alcohol is purchased by CU or otherwise provided, and the location of the activity. *Briefly:*

Alcohol for Research is allowed. You must document the research purpose.

Alcohol for Resale by CU's Licensed Establishments is allowed. Fund/Account restrictions apply: you must use Fund 20 monies to make the purchase *and* identify the transaction as either Cost of Goods Sold *or* Inventory.

Alcohol for Conferences or Special Events is allowed. Fund/Account restrictions apply: you must use Fund 20 or Fund 29 monies to make the purchase and must not identify it as an official function. The conference brochure must describe the alcohol service. You will complete the conference portion of the new APA form and, if the conference will be held at a non-licensed establishment, you may need to apply for a Special Event Permit.

Alcohol for Official Functions is allowed. Fund/Account restrictions apply: you must make the purchase out of a Fund 34 Speedtype having a Y gift attribute (gift fund marked as entertainment, donor cultivation, recruitment) *and* identify it as Account 550102 (Official Functions with Alcohol). You will complete the official function portion of the new APA form and the APA form itself must be signed by the Vice President/Vice Chancellor of Finance. If the function will be held at a non-licensed establishment, you may need a Special Event Permit. ***Note:*** *If an official function will provide alcohol through a donation to the event or through a cash bar (i.e., you will not be purchasing the alcohol), use the PSC's Official Function form instead of the new APA form.*

Questions? Contact your Controller or Vice Chancellor (Vice President) of Finance.