University of Colorado System

PSC COMMUNICATOR

Procurement Service Center
OFFICE OF UNIVERSITY CONTROLLER

April 18, 2006 APRIL 2006

Mark Your Calendars:

Supplier Showcase

This month provides a great opportunity for department personnel to learn about new products and new technologies, and to renew their acquaintance with the PSC's purchasing staff…

The PSC is proud to host a **Supplier Showcase**:

Wednesday, April 26, 2006
10:00 a.m. – 3:00 p.m.
Research Center-1 North, 2nd floor walkway
UCDHSC-Fitzsimons

You can meet your sales representatives from over 20 suppliers *(see complete list, below)*. You can also get answers to your questions on purchasing procedures, purchase orders, and procurement card concerns.

Refreshments will be served…and everyone attending the Showcase can enter a drawing for prizes donated by the suppliers.

The following will be represented at the Supplier Showcase:

A.G. Heinze, All American Moving-Mayflower, ALPCO Diagnostics, Applied Bio Systems, Beckman Coulter, BioRad Laboratories, Certified Balance Service, Colorado Correctional Industries (CCI), Corporate Express, Fisher Scientific, General Air, GovConnection, Grainger, Intermountain Scientific, Leeds Precision Instruments, Life Science Products, New England Biolabs, North Central Instruments, PerkinElmer, Roche Diagnostics, Sigma-Aldrich, ThermoElectron, and VWR Scientific.

Interested? Please RSVP to PSCHelpDesk@cu.edu.

We look forward to seeing you there!

Friday, May 5:

Your First Procurement Cutoff Date

*A reminder for departments still needing to obtain large-dollar goods and services in Fiscal Year 2006 (FY06)…*Items must be received by June 30, 2006, in order to be an expense in FY06. For large-dollar procurements, departments need to abide by the designated procurement cutoff dates. The first date is coming up:

- **Friday, May 5** – **Purchases requiring Formal Bids**
  Is your purchase over $150,000…? Do you need to receive it by June 30…? If you answered *Yes* to both questions, then this is the last day to submit PO/SPO Requisitions for purchases that will require formal bids (purchases of goods or services in excess of $150,000). Your requisition *Comments* must state that the procurement needs to be received by June 30, 2006, and any additional necessary documentation must have been provided to the purchasing agent by this date.

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Sandy Hicks Honored as

RMGPA Manager of the Year

Congratulations to the Procurement Service Center's Purchasing Director. *Sandy Hicks, CPPB*, was recently named *2005 Manager of the Year* by the Rocky Mountain Governmental Purchasing Association (RMGPA).

The award is presented annually to an association member for "outstanding contributions to the procurement profession and to professional development." In selecting Sandy as the year's recipient, RMGPA recognizes her service to the association and its parent (the National Institute of Governmental Purchasing), her work at the University of Colorado, and her commitment to certification and professional development.

Sandy has served as President of RMGPA and President of the Rocky Mountain Region of the National Association of Educational Buyers (NAEB). She was Host Committee Chairperson for the 2005 NAEB District VI Annual Meeting and Product Exhibit. Among her professional presentations are: *Best Demonstrated Practices – What Does Higher Ed Do Well?* (2005 NAEB Annual Meeting, Salt Lake City, Utah) and *The Good, the Bad & the Questionable: Interactive Vendor Panel on Ethics* (2005 NAEB District Meeting VI, Denver, Colorado). She was recently recertified as a Certified Professional Public Buyer (CPPB) by the Universal Public Purchasing Certification Council. The title designates established standards and competencies for those engaged in public purchasing. We are pleased to congratulate Sandy on this honor.

Good work!

Vendor Show Approval Process

Reminder

A number of departments have called to verify the procedures for authorizing vendor shows. In accordance with University of Colorado Procurement Rules – implemented July 1, 2005 – departments must obtain authorization from the PSC Director of Purchasing at least ten (10) business days prior to hosting a vendor show.

What *is* a vendor show? This is 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. Please note that a product or equipment demonstration to a *single* CU department is not considered a vendor show. (The Purchasing Director has the final authority to determine what constitutes a vendor show.)

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. Go to www.cu.edu/psc and click on Forms, then look under Purchasing forms.

Questions? Please contact Sandy Hicks at 303.315.2850 or Sandy.Hicks@cu.edu.