

DECEMBER 14, 2006

Outstanding Encumbrances Report Revised per SPO Updates

The Outstanding Encumbrances report is a critical component of the University's required [Financial Report Review Process](#). It assists individuals in fiscal roles, at all levels of the University, in understanding the financial position of their responsibility unit as related to encumbrances.

If you are one of the many who rely on this helpful report, you will be pleased to see it in its new version. (If you recently received email notification that your November reports were available in your portal, check it out there.) Enhancements include the identification of SPO (Standing Purchase Order) Requisition pre-encumbrances, the time period (begin and end dates) of SPOs, and the specification of currently encumbered SPO amounts in addition to total SPO dollar amounts.

If you'd like a helping hand on the new report, please refer to the new Step-by-Step Guide on *How to Read...the Outstanding Encumbrances Report*. This resource is available on the Office of University Controller (OUC) Reporting System Step-by-Step web site, <https://www.cu.edu/controller/reportguides.html>. Or call the Finance & Procurement Help Desk at 303.315.2846 for a quick review and update.

Standing Purchase Order (SPO) Close Process Refined

As you know, all SPOs have been encumbered as of November 4, 2006. Since then, many of you have contacted the Finance & Procurement Help Desk to ask how and when SPO encumbrances are relieved. There are two ways that this process occurs:

(1) *The SPO encumbrance is reduced with each invoice, or voucher, entered against it.* In other words, as you use your SPO to purchase and pay for goods or services from the vendor, the encumbrance is decreased.

(2) *After the SPO has expired, outstanding encumbrances are cleared through the SPO Close process.* In other words, at a designated time after the end of your SPO, any remaining encumbrance is relieved.

When is the remaining encumbrance cleared on an expired SPO? Effective Friday (12/15/06), the SPO Close process will be refined to distinguish between subcontract SPOs and other SPOs.

- Subcontract SPOs will continue to close 150 days after the SPO End Date.
- All other SPOs will be closed 45 days after the SPO End Date.

COMMUNICATOR NEWSLETTER

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Do You Know...

How to Buy?

The Procurement Service Center (PSC) provides a number of tools to departments to assist the staff with purchasing responsibilities. Among the resources are the *How to Buy* guides for purchasing a variety of frequently needed commodities. If you're looking for information on state and educational pricing agreements, vendors, online ordering mechanisms, and/or required forms or processes for specific goods and services, you'll want to look at these.

Recent additions to the list include:

- **NEW** - [Data Destruction Services](#) (how to get rid of your sensitive paper and other documents).
- **NEW** - [Travel](#) (how to arrange vehicle rental, taxi use, study abroad programs, and non-employee lodging). *Note that this is distinct from individual employee business travel (see www.cu.edu/psc - click on Payable Services, then on Travel).*
- **ENHANCED** - The existing How to Buy Apple Computers document now includes a tutorial on using the Apple web site and a set of frequently asked questions.

To find the complete set of How to Buy guides, visit the PSC web site at www.cu.edu/psc - click on *I Need to Buy Something Now What*, then on the *What is being purchased* link. The resulting list of purchasing agents and their commodities identifies and links to the guides for the commodities.

Charlie Geanetta Serves Professional Association

Congratulations to the PSC's **Charlie Geanetta**, C.P.M. Charlie has been elected President of the Rocky Mountain Region of the National Association of Educational Procurement (NAEP). NAEP promotes the development and exchange of effective, ethical procurement principals and techniques within the higher education community.

The Purchasing Services Manager and Procurement Card Program Administrator welcomes this new opportunity to contribute to his profession: *"It's exciting to be able to work closely with and share ideas with such a talented group of professionals within our region and to continue to build on what was achieved the past year or so. Last year we developed By-Laws and started developing a regional web-site."*

Congratulations, Charlie!

PSC Holiday Closings

The Procurement Service Center (and the Finance & Procurement Help Desk) will be closed on *Monday and Tuesday, December 25 and 26, 2006*; and on *Monday, January 1, 2007*.

