



Procurement Training Goes to the Blackboard

We are pleased to announce the completion of an online course designed to assist staff with their procurement-related responsibilities:

PROCUREMENT – Purchasing & Contract Management

You'll find it in the Blackboard course catalog when you log in to <https://blackboard.cudenver.edu/>.

The new Procurement course presents policies and procedures you need to know if you are responsible for buying goods and services for the University. Its two modules discuss methods of procurement, price agreements with vendors, how to document your purchases, how to work with purchasing agents on large-dollar purchases, and how to manage vendor performance.

The course is required for all *new* Procurement Card Cardholders, Reallocators, and Approving Officials. We strongly recommend, however, that *all current* Procurement Card Program participants and Finance System purchasing/payables users complete the course, as well. Please note that this new Blackboard course does *not* replace any current training (whether in-person or online) already required for access to the above systems.

We believe you will find this course valuable, and we hope you enjoy it. Don't forget to take the course quiz...and test your new knowledge of procurement.

Welcome (back) to the blackboard!

Deadline Extended for Fiscal Code of Ethics Course

Do you need to take the University's Blackboard course on Fiscal Code of Ethics? (*Most of our newsletter readers do.*) The deadline to complete the course, pass the quiz, and agree to abide by the fiscal code of ethics has been extended to **March 1, 2006**. For information, see www.cu.edu/controller/code-of-ethics.htm.

TAP International Trip Emails

When a CU employee plans to travel abroad, the Travel Authorization Program (TAP) now automatically notifies the appropriate officer of the University, according to the Org of the SpeedType identified on the TAP form. This notification is in addition to the notices that TAP already sends to the email addresses listed on the TAP form.

Note: The officer should reply to the TAP email *only* if he or she questions the trip.

PSC NEWSLETTER

Published by: University of Colorado System
Procurement Service Center
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Denver, Colorado 80217-3364

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A Better Way to SOLE SOURCE

We have recently revised the Sole Source Justification (SSJ) form. The new version (dated 01-17-06) facilitates the entry of text comments and explanations in the various fields by expanding to accommodate lengthier, more detailed discussion. The updated form instructions provide guidance on why, when, and how to complete and submit the SSJ form.

Use the SSJ form when (a) you are working with a purchasing agent on a large-dollar (over \$4,500) purchase, and (b) you believe that only one specific supply or service can reasonably meet your department's need and only one vendor can reasonably provide that supply or service.

The SSJ and its instructions are on the PSC web site: www.cu.edu/psc - click on Forms.

Do You Have A...

CONFLICT OF INTEREST?

Imagine the following scenario: One of your department's faculty members owns a small specialized business. The department wants to purchase exactly the sort of goods or services that the professor's firm specializes in. *What can you do?* Can you go ahead with the purchase?

The above scenario calls for the Conflict of Interest (COI) form. The COI is used when a conflict of interest concerning the purchase of goods or services is known...or suspected. The form must be completed by an individual who is in a supervisory relationship with the individual whose potential conflict is being evaluated.

PSC approval (purchasing agent and Director of Purchasing) is required in order for the procurement to be processed. The COI form and form instructions are available on our web site, www.cu.edu/psc - click on Forms.

Note: Like the SSJ form, the COI form should be used, as relevant, in association with large-dollar (over \$4,500) purchases.

How about those Office Supplies?

Corporate Express Update

Did you know CU has a mandatory University Price Agreement with Faison/Corporate Express for office supplies? You will get the most out of this agreement – and achieve maximum cost savings – if you also take advantage of the Corporate Express online ordering system, E-WAY.

In E-WAY, contract-priced items are easily identified by the  icon. E-WAY also identifies special Corporate Express Brand (CEB) items and recycled products. To register to use E-WAY, go to www.408normal.com/state_eway_setup.html. To learn more about how to buy this commodity, see www.cu.edu/psc - click on *I Need to Buy Something*, then on *What is being purchased*. (In the commodity list, clicking on the appropriate information-icon will take you to the *How to Buy Office Supplies* instructions.) Or contact purchasing agent, Ed Dinkins, at 303.315.2791 or Ed.Dinkins@cusys.edu.

