

Reminder: PO Req Approval Cutoff Date = Friday, June 23

June 23, 2006 is the last day for departments and campus sponsored project offices to approve **PO REQUISITIONS** in the current fiscal year.

There will be a moratorium on approving PO Requisitions during the final week of the fiscal year, June 26-30. (Please note that during this week, authorized users can continue to create PO Requisitions.) All approved PO Reqs will be sourced before the end of FY06, although not all purchase orders will be finalized at this time. PO Req Approval ability resumes July 1.

Why is there a moratorium on PO Requisition Approval?

The approval process for a PO Req also incorporates the pre-encumbrance process. It is standard practice for users of PeopleSoft financial software to avoid rolling forward pre-encumbrances into a new fiscal year. When purchasing agents source PO Requisitions, the pre-encumbrances are cleared and only the resulting PO encumbrances are rolled forward. The PO Req Approval cutoff date therefore supports our fiscal year-end processing.

(Note: SPO Requisitions are not affected.)

Household Move Alert

Summer months are the busiest time of the year for residential moving companies...and the time that CU engages in the majority of its faculty and staff moves.

We want to help you make this process as simple and quick as possible. As you know, CU has agreements with specific companies which must be used for **ALL** moves. Please review your **How to Buy: Moving Services** guide at www.cusys.edu/psc/departments/commodities/downloads/Moving.pdf and share it with the appropriate incoming faculty and staff. And remember:

- You must work with the **moving supplier contacts** on the PSC web site. (They'll coordinate with local agents for the actual quotes and moves.)
- You must obtain **at least 2 quotes** from the companies listed. The move is awarded to the company with the lowest price.
- You should **plan and book your moves early** to avoid delays during this peak season.

Questions? Call Jim Colden: 303.315.2785 (jim.colden@cu.edu).

New Commodity List on Web

New **Who Buys What** list on the PSC web site. See www.cusys.edu/psc/purchasing/downloads/WhoBuysWhat.xls to learn the purchasing agents and their special commodities.

COMMUNICATOR NEWSLETTER

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Purchasing Services Reorg'd

The PSC Purchasing Department has recently reorganized to enhance services and accommodate staffing changes:

- **Charlene Lydick**, the University's Small Business Liaison Officer, is now also the Purchasing Services Manager responsible for Contracts Administration. That unit includes Senior Contracts Administrator **Stephen Fincher** and Contracts Administrators **Ken Witt** and **David Wegner**.
- **Charlie Geanetta**, Purchasing Services Manager, is now Procurement Card Program Administrator (replacing Danielle Hinz, who left CU this spring). Charlie also supervises Purchasing Agents: **Ed Dinkins**, **Mary Martin**, and **David Turner**.
- **Keith Molholm** – who previously served you as a Purchasing Agent – is now Purchasing Services Manager. Keith is responsible for supervising the Purchasing Agent teams of **Kerry Boyle**, **Jim Colden**, **Jeff Darling**, **Stuart Littlefield**, **Darlene Morrow**, and **Tanya Patzer**.

Congratulations to Charlene, Charlie, and Keith!

PSC Purchasing Staff News:

Jim Colden

He's back! The PSC is pleased to re-introduce **Jim Colden**, who worked for CU as a Purchasing Agent in 2004-2005. He returns to the PSC after a year in the private sector, where he focused on strategic sourcing of GPS devices.

Jim is a Colorado native with a degree in Business Management from Metropolitan State College. He'll assist departments with the procurement of **Appliances; Carpeting; Custodial equipment and services; Food; Housing maintenance; Laundry equipment and services; and Moving.**

Tanya Patzer

The PSC also welcomes **Tanya Patzer** as a new Purchasing Agent. Tanya is Colorado born and raised and has a degree in Math and Anthropology from CU Boulder. Her background is in departmental procurement/financial management. Previously, Tanya served as purchasing consultant for the Boulder Campus Athletic Department, and processed defaulting student loans in the office of Student Debt Management.

Tanya will help you with your large-dollar procurements of **Copiers; Medical/Industrial Gases; Parking equipment and services; and Police/Security equipment and supplies.**

David Wegner

We are also very happy to introduce our new Contracts Administrator, **David Wegner**. A native of St. Louis, David completed his undergraduate degree (Communications) at CU Boulder and his law degree at St. Louis University. Although he enjoyed his earlier work in criminal law, David also now welcomes the opportunity to practice transactional law. David will review procurement contracts for University departments.

Jim, Tanya, David: we're glad you're here!

