University of Colorado System
PSC COMMUNICATOR
Procurement Service Center
OFFICE OF UNIVERSITY CONTROLLER

October 27, 2006

PSC Procedural Statements

Revisions to the following PSC Procedural Statements (PPS) and related forms become effective November 1st. You asked for consistency and simplicity, and that's what we're delivering. There are standardized formats across procedures, tables to present complex information, and pop up instructions to assist with form completion. Highlights include:

- Official Functions: The Official Function form (OF) must be completed if the **total** cost of Official Function is estimated to exceed $100. The **total** cost encompasses facility rental, decorations, awards and food/beverage for personal consumption (including taxes and tips). You no longer need to separate the food and beverage costs from the other costs of your function.
- Recognition and Training: This PPS identifies recognition categories and explains recognition and training requirements and procedures for both employees and non-employees. It describes the process for reporting awards, rewards and prizes, and also addresses the Account ChartFields and accounting entries to use when recording these items.
- Sensitive Expenses: This PPS sets forth the requirements for determining the propriety and maximum amounts for 20 types of sensitive expenses including:

- Alcoholic beverages
- Automobile-related expenses
- Break room equipment
- Conferences
- Donations
- Employee training and recognition
- Food and related consumables
- Flowers, fruit baskets, greeting cards
- Donor cultivation and fundraising
- Gifts or tokens
- License fees, memberships, dues
- Moving expense reimbursement
- Parking
- Passports
- Political expenses
- Recruiting costs for prospective employees/students
- Retirement parties
- Tickets to events
- Visas, green cards and/or immigration fees for entry into the U.S.
- Visas for exiting the U.S.

Among the sensitive expenses now allowable are rate-based parking and passports. All expenses must comply with the Administrative Policy Statement Propriety of Expenses and the PPS Tests of Propriety. Plus, the PSC has the right to request additional documentation and approvals to support any expense made with university funds.

Return to Sender

Make sure your email and spam-blocking software recognize Payable.services@cu.edu as a safe sender so you can receive email on the direct deposit of your travel or business expense reimbursement.

COMMUNICATOR NEWSLETTER

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Financial Compliance Services
Campus Box 124 P.O. Box 173364
Denver, Colorado 80217-3364
Contact: Catherine.Marquis@cusys.edu

International Payments

In the University's ongoing efforts to comply with the complex rules of the IRS and United States Immigration, please make sure that all international companies/individuals submit a W-8 (instead of a W-9.) In addition, all international payments, including purchase orders, standing purchase orders, and payment vouchers, must be authorized by the University's international tax specialist. The international tax specialist ensures that international payments are legal, meaning that they comply with applicable immigration rules and have the appropriate tax withholding. For assistance, contact the international tax specialists:

- UCB – Donna Hitchcock 303-735-5534
- UCCS, UCDHSC – Bernadette Mirelez 303-735-5573.

International Travel Tip

Beginning January 8, 2007 all travelers, including U.S. citizens, who travel by *air or sea* to or from *Canada, Mexico, Central America, South America, and the Caribbean*, are required to have a passport, or other secure, accepted document (that is determined to sufficiently denote the bearer's identity and citizenship) to enter or re-enter the United States. Additional information is available on the U.S. State Department's website at http://travel.state.gov/travel/cbpmc/cbpmc_2223.html.

Take Advantage of Advantage

Advantage Rent-A-Car has joined Avis, Budget, and Enterprise by entering into a price agreement with the State of Colorado. You must use one of these rental car agencies when conducting official university business if the respective company

- Is located in an awarded city where the rental occurs
- Has the class of vehicle necessary and
- Honors the terms of the basic ordering agreement between the state and the vendor.

Through December 31st, save 15% on State of Colorado rates for official university business or personal use. Book at www.advantage.com/colorado or call the state reservation line at 800.777.5518. Indicate rate code STOFCO for university business and COSELF for personal use.

SPO Encumbrance Updates

You may recall reading in the last issue of the PSC Communicator that the University will encumber SPOs beginning November 6th in response to an outstanding audit comment and a ruling by the State Controller. SPO encumbrances will happen in all funds in November. When Expenditure Control is turned on for Funds 26, 72, 78, and 80 in January 2007, the available resources for SpeedTypes in these funds will be reduced by the amount of SPO encumbrances as well as by other purchasing and payroll expenses and encumbrances. SPO encumbrance step-by-step guides and training materials are being developed and will be available prior to go live.