



July 12, 2007

## PTA # Reminders

### *SPO Vouchers, Reimbursements, etc.*

Departments: If you want to review the new Personal Technology and Telecommunications procedures, you'll find everything you need to know on the [Personal Technology Initiative page](#).

And if you'd like to facilitate your wireless telecommunications payments, here's some advice from PSC Payable Services:

- Remember to reference the appropriate Personal Technology Authorization number (PTA #) on all payment requests. In some cases, more than one PTA # may be required.
- For reimbursement requests, remember to provide either the PTA # (for ongoing, authorized reimbursement of wireless telecommunications service) or a strong business case (for ad hoc reimbursements). If you don't do this, Payable Services staff will attempt to contact you. If the information cannot be obtained within 48 hours, the PSC will return your voucher to you, unprocessed.
- For SPO invoices received in the PSC from the vendor, remember that the PSC places these invoices on CAN (cancel) Hold. This type of hold prevents the voucher from autopaying. Instead, vouchers on CAN Hold must be approved online using SPO Voucher Approval...when you approve, be sure to type the PTA #(s) in the Voucher Comments field.
- For SPO invoices received in the PSC from the department: your OK to Pay processing now needs to include a reference to the PTA #(s).
- If the PTA # is for a custodian and covers multiple pieces of wireless telecommunications equipment...be sure to explain the situation completely.

## FedEx Users: Take Note

Many departments are enjoying the ease of use of Federal Express electronic invoicing. We frequently hear positive feedback on how this tool saves you time previously spent preparing repetitive Payment Vouchers.

For the system to work correctly, however, **you must provide your 8-digit SpeedType in the "Internal Billing Reference" field on the airbill**. Without this essential information, your FedEx payment cannot be processed correctly. Each month, Payables staff needs to contact dozens of departments regarding missing accounting information – resulting in payment delays and negating much of the benefit of the online system. The sample airbill, below, demonstrates correct use of the field on this form.

Questions? Contact Maria Buerman at 303.315.2815.

The image shows a FedEx USA Airbill form. At the top, it says 'FedEx Express' and 'USA Airbill'. Below that, the FedEx Tracking Number is 836658497009. The form has several sections: '1 From' (Sender's Name, Address, City, State, ZIP), '2 To' (Recipient's Name, Address, City, State, ZIP), and '3 Internal Billing Reference'. The 'Internal Billing Reference' field contains the 8-digit SpeedType 836658497009. A callout box points to this field with the text: 'Your SpeedType must be the first 8 digits in this field. Do not use abbreviations or punctuation. (You may add some info after the SpeedType for your records.)'

## Do You Know How to Travel?

### *Recent Travel FAQs*

The Finance & Procurement Help Desk – and the Payables staff who process Travel Vouchers – have heard the following questions many times. (See if you know how to travel ... can you answer them correctly?)

*I want to be reimbursed for paying my conference registration fee...What is an acceptable receipt?*

Your registration receipt must show the dollar amount, conference date, and conference name. If the receipt does not prove that you paid for the registration, you will need to submit proof of payment separately. Additionally, you'll need to provide the registration form to show what the registration amount actually paid for, e.g., lunch, shuttle, opening reception, etc.

*Does CU provide rental car insurance when I rent a vehicle for a business trip?*

When you use your State Travel Card (US Bank Visa) to pay for the rental car, you typically receive both Collision and Loss coverage (CDW/LDW). When you rent from one of the four contracted agencies (Advantage, Avis, Budget, and Enterprise), they provide Liability insurance in participating locations.

The combination of State Travel Card plus state-contract rental agencies produces the two coverages that the University deems most critical for business travelers. You can also purchase optional insurance as a personal expense. For more information, go to [www.cu.edu/psc/payable/travel/](http://www.cu.edu/psc/payable/travel/) and click on STMP (State Travel Management Program), in the gray box. The Rental Car Matrix provides a concise guide on the topic.

## You Asked For It

### *Step-by-Step to SPO Inquiry*

You now have a new resource to help you understand the Finance System: the Step-by-Step Guide to Standing Purchase Order (SPO) Inquiry.

Here, you'll find detailed descriptions of the various fields on an SPO, with particular focus on the dollar amount values. This Step-by-Step addresses many of the questions you've raised regarding SPO encumbrance and other processing.

The new SPO Inquiry guide is on the [procurement step-by-step web site](#), under the **SPO Requisitions & SPOs** section.