

November 14, 2008

Transition to Airgas at UCD and UCCS

As announced in the August 15, 2008 PSC Communicator, the University of Colorado has entered into a Mandatory University Price Agreement with Airgas as the supplier of Medical and Industrial gases for the University of Colorado Denver (UCD) and the University of Colorado at Colorado Springs (UCCS). Airgas started the transition process in August with an inventory of gases on hand at each campus and a series of "Meet and Greet" sessions with the users. At this time, representatives from each laboratory that purchases gases are requested to go to the new [How to Buy](#) which provides instructions and links for setting up new accounts with Airgas. Effective immediately, all purchases for gases at UCD and UCCS should be placed with Airgas. Users of medical and industrial gases at CU-Boulder will continue to operate under their current contract with Airgas. Please contact Janet Klass at janet.klass@cu.edu or 303-315-2812 with any questions about ordering industrial gases.

SPO Out Years

Do you have an SPO that spans multiple years? Are you tired of trying to calculate what the SPO amount will be in the next two fiscal years? If so, then let the new SPO Requisition and SPO pages in the Finance System do the work for you. Two new fields have been added to these pages in order to help calculate future encumbrances: (1) the amount that will be added to the encumbrance for the **next** fiscal year plus **one more** fiscal year (Next FY + 1) and (2) the amount to be encumbered in **future years**.

How to Use SPO Out Year Pages

The Encumbered Amount, the Amount that will be added to Encumbrance Next FY, the Amount that will be added to Encumbrance Next FY + 1, and the Amount to be Encumbered in Future Years will populate according to the Begin Date, End Date, and Total Amount of the SPO. The years that are not included in the range between the begin date and end date will be grayed out on the page and cannot be updated. The Encumbered Amount, the Amount that will be added to the Encumbrance Next FY, and the Amount that will be added to the Encumbrance Next FY + 1 remain adjustable in the event you need to change how much you will be spending in each of these fiscal years. Remember, if the SPO is charging a project fund (such as Funds 30, 31, 71, 75, 76, 77, or 79) the entire amount of the encumbrance will be recorded in the fiscal year that corresponds with the beginning date of the SPO.

Now that the new fields are available, SPO Requisitions and SPOs that (1) span multiple years and (2) were created before 10.23.08 (the date the new pages went live in the Finance System) need to be adjusted to include future encumbrances.

Want to learn more? Check out the [SPO Inquiry Step-by-Step Guide](#) or contact FinProHelp@cu.edu or 303.315.2846.

Travel and the Procurement Card

As a reminder, travel-related expenses (such as airfare, meals while in travel status, car rental, and lodging) are prohibited from being charged on the Procurement Card except in the following situations. You can use the card to pay for...

- Conference registrations. If lodging is included as part of the conference registration fee, this expense can also be charged to the Procurement Card
- Ground transportation for groups (including either employees or non-employees)
- Individual ground transportation for non-employees
- Lodging from university-owned facilities
- Restaurant meals when the meal is part of an Official Function and in accordance with the [PSC Procedural Statement Sensitive Expenses](#). *Please note that the Restaurant Exception is no longer required because all Procurement Cards are now coded for restaurant use.*

Cardholders who plan on using their Procurement Card while traveling need to contact the bank to alert them that the card will be used outside of the normal usage area. If the bank is not notified, a security hold will be put on the card, and the card will be declined. (When calling the bank, remember to use the last four digits of your employee ID# and not your Social Security Number, as instructed by the bank's recording.) *For employees' personal security, the SSN has been removed from the Cardholder Application forms and the bank's records.*

For more information on the use of the Procurement Card, please email FinProHelp@cu.edu or call 303.315.2846.

PSC Staff Highlights

Steve Fincher, Sr. Contracts Administrator, recently earned recertification as a Certified Purchasing Manager (C.P.M.). Offered by The Institute of Supply Management, the C.P.M. designation is globally the most recognized designation for supply management professionals. The program is designed for experienced managers and focuses on managerial and leadership skills. Throughout his 15 years with the PSC, Steve has recognized the need for continued professional development. Congratulations, Steve, on your latest achievement.

The PSC welcomes **Amber Williams** as the university's new Small Business Liaison Officer (SBLO). Amber is responsible for providing strategic direction and leadership for the day-to-day operations of the university-wide Small Business Program. She will assist in maximizing opportunities for small business concerns to participate in the university's business of procuring goods and services. Amber will work particularly closely with campus departments having federal contracts. Before joining CU, Amber spent four years at CH2MHill as Assistant SBLO. We're excited to have Amber as part of the PSC team. She can be reached at 303.315.6356 or at Amber.Williams@cu.edu.

Register for a [CCi Outreach Session](#) at the Boulder or Downtown Denver campuses. Questions? Call Michael Fox, 303.315.2848.