

December 2, 2008

## Lower Costs while Going Green Paper Purchases = Strategic Sourcing Success

As a result of last summer's contract change with Corporate Express, the PSC can now announce a savings of 23 % on copy paper over the last quarter.

More good news on the office supply front: CU has significantly increased purchases of recycled-content paper. (30% recycled content paper – CEB8511RCY – has increased by 39%, and 100% recycled content paper – CEB8511RCY100 – has increased by a whopping 836 %.) The PSC congratulates all campus departments who have contributed to this accomplishment. It is wonderful when you can save money and be green at the same time.

Questions about office supplies? Contact [Jeannie Sobotka](#).

## Procurement Card Handbook Updated

The [Procurement Card Program Handbook](#) has been revised effective November 2008 to reflect new documentation requirements – similar to receipt requirements for personal reimbursements. Merchant documentation is now required only for card transactions over \$25...unless the purchase was an *official function* meal, in which case a vendor receipt is required for any dollar amount. If the cardholder is unable to provide required receipts, he or she must complete the Unavailable Documentation (UD) form. If the missing merchant receipt is over \$100, the appropriate campus controller must sign the UD form.

## Procurement Card Forms Revised

We have recently revised the four application forms used in the Procurement Card Program. Applicants who are not on the university payroll are now required to have a Person of Interest (POI) # set up as **Type 15 (Security Access)**. This is done by completing the POI Worksheet requesting POI Type = Security Access, in addition to the application form. The sponsoring department is responsible for creating the appropriate type of POI # in *HRMS*. A link to the POI Worksheet is provided within each application form for your convenience.

Questions? Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) (303.315.2846).

## PSC Staff News: Introducing Pam Agar

We're pleased to welcome Pam Agar to the PSC. Pam supervises our administrative assistants in PSC operations. She also directs student workers in a special project to scan and verify all previously entered payables vouchers.

Pam has extensive administrative experience in staffing, bookkeeping/accounting, and human resources. She has served in the US Army, including duty at Fitzsimons Army Medical Center, and was named 1985 Fitzsimons Soldier of the Year. We're happy to have her on the team.

## CCi Outreach Sessions – Recap

Throughout November, the PSC visited each campus to facilitate discussions between departments and Colorado Correctional Industries (CCi). The goal of these outreach sessions was to provide departments with an avenue to communicate directly to CCi's management team. Among the critical issues raised were the need for better communication on order status and delivery time and for increased availability of CCi account reps. Additionally, departments identified a gap between architectural design and furniture design for large projects.

CCi highlighted a number of new programs targeted to improve service, including a toll-free customer service hotline: 1.800.685.7891. Campus departments can call this number to check order status, create service requests, or receive assistance with anything customer service related. They have also created a short-term demo chair program under which staff can try out a demo model of a new chair for 2-3 weeks prior to making a final decision on purchase. This trial period enables individuals to assess the ergonomic features of the item before buying. Remember, too, the CCi Furniture Showroom, where you can see furniture items before purchasing them.

Contact your sales rep for more information on CCi programs:

- ♦ UCB/UCD: Dave Daiker, 303.489.1485, [ddaiker@cijvp.com](mailto:ddaiker@cijvp.com)
- ♦ UCCS: Paul Smith, 303.370.2205, [psmith@cijvp.com](mailto:psmith@cijvp.com)

Other furniture purchase question? Contact [Mary Martin](#).

Both the PSC and CCi appreciate campus participation in the outreach sessions. Commented Richard Curry, CCi Director of Marketing & Sales:

*"CCi is serious about meeting the needs of CU's campuses. We take the state award seriously, and we will work to improve communication and incorporate what we have learned into our programs."*

## Green Purchasing Initiative

**Good for the University...good for the environment.**

The mission of the PSC's new [Sustainable Purchasing Program](#) is to serve the university community by educating, advising, and engaging students, faculty, and staff in the application of ecological principles to achieve Green Purchasing solutions. The goal is to procure products and services that have a reduced effect on human health and the environment when compared with competing products and services that serve the same purpose. The comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

For more information, contact PSC Sustainability Officer and Senior Purchasing Agent [Jeff Darling](#).