

January 5, 2009

## Ordering Green

When people think of being green, the first things that usually come to mind are buying green products (recycled, energy efficient, etc.) or recycling waste. There are some basic purchasing behavioral changes that are often overlooked which can yield major benefits to the environment.

Try to reduce the number of orders you place. Every time you place an order, it has to be shipped/delivered to your delivery location. When possible, try to combine routine orders. This will reduce the number of delivery trucks on the road and on campus, thus decreasing CO<sub>2</sub> emissions. If you haven't already done so, you might want to consider establishing a designated ordering day for your department, perhaps on a weekly or bi-weekly basis.

Cancel subscriptions to paper catalogs and use web-based catalogs instead. Web-based catalogs contain current pricing and show product availability. As more people switch to web-based catalogs, the vendors will not need to produce as many paper catalogs, which will decrease paper consumption and CO<sub>2</sub> emissions.

**Questions?** Contact [Jeff.Darling@cu.edu](mailto:Jeff.Darling@cu.edu) at 303.492.4302.

## Reminder: Federal Purchasing Changes

Changes to federally-funded procurements are now in place. The threshold at which competition is required for purchases using federal funds is now \$4500.01.

What does this mean to you? If all or part of your purchase is funded with federal dollars, the PSC will conduct a Documented Quote process for procurements greater than \$4500 through \$150,000. For procurements greater than \$150,000, either an Invitation for Bid or a Request for Proposals process will be used. This threshold applies to both goods and services. The only exceptions to this requirement are if a purchase has an acceptable Sole Source Justification (SSJ) or if a competitively bid contract is being utilized. SSJ purchases will require price/cost analysis information.

For purchases using non-federal funds, there is no change in the threshold for competitive solicitation: i.e., over \$10,000 for goods and over \$25,000 for services.

**Questions?** Contact [Charlene.Lydict@cu.edu](mailto:Charlene.Lydict@cu.edu) at 303.315.2780.

## New Mileage Rate January 1

The State has identified new rates for reimbursement of business miles driven in a personal vehicle. The standard rate is 50 cents per mile and the 4-wheel-drive rate is 53 cents per mile. These rates apply to reimbursable miles (miles driven in excess of the usual round-trip commute). The 4-wheel-drive rate applies only when 4WD is necessary due to the nature of the trip. Travel that begins before January 1 and ends after January 1 will need the mileage broken out between the two different rates. The Travel Voucher form has been revised effective January 1 to calculate the new standard rate.

**Questions?** Contact [FinProHelp](mailto:FinProHelp) at 303.315.2846.

## Staff Updates

The PSC welcomes Erin Robb as a Purchasing Agent Intern. Erin has been learning the ins-and-outs of purchasing from Mary Martin, Manager of Purchasing Services, and our team of Purchasing Agents. Erin has already taken on responsibility for Subcontracts; Professional Services between \$4,500 and \$25,000; and Computer Hardware and Peripherals purchased under University Price Agreements. Erin holds a B.A. in American History from Ohio University. We're glad to have Erin as part of our team. She may be contacted at 303.315.2025 or [Erin.Robb@cu.edu](mailto:Erin.Robb@cu.edu).

We are also pleased to announce Michael Como's promotion to Manager of Contract Services effective January 1, 2009. He's a licensed attorney with over 20 years of experience in both the public and private sectors. Before coming to CU, Mike was most recently a contract specialist at CDOT for three years and is well versed in both state and university contracting rules. He has a Juris Doctorate from California Western School of Law. In his new role, Mike will oversee the contracts team. Please join us in congratulating Mike. He can be reached at 303.315.2287 or [Michael.Como@cu.edu](mailto:Michael.Como@cu.edu).

Leslie Nittoli has joined the OUC staff as the Finance and Procurement Help Desk Supervisor. She comes to the University with a Call Center/Help Desk operations management background gained while working for AT&T. Leslie also served as Project Manager in the Customer Satisfaction Research Division exploring key service elements for providing exceptional customer service. We are happy to have Leslie onboard. She is available at [Leslie.Nittoli@cu.edu](mailto:Leslie.Nittoli@cu.edu) or 303.837.2135.