



December 17, 2010

Procurement Card Billing Addresses

Is the billing address for **your** Procurement Card correct?

Last month, many cardholders did not receive new Procurement Cards from US Bank simply because the billing address on file for their old Procurement Cards was incorrect.

It's easy to look up your card's billing address in the Expense System:

- Log in to the myCU portal.
- Using the My Tools tab, connect to the Expense System.
- Navigate to Profile, Expense Information.
- Verify that the billing address listed is correct.

Note that if you requested a change to your billing address within the last 2 working days, you won't see that update reflected yet in Concur.

To update your billing address, submit the [Cardholder Update form](#). To change the billing address for your entire department, submit a single Cardholder Update form with the new address...and attach a list of all affected cardholders. (The form doesn't have to be signed by every cardholder – as long as the form is signed by the AO.)

Questions? Contact FinProHelp@cu.edu.

Know Your Limits

Reminder: Your new US Bank VISA Procurement Card only has 2 limits: single purchase limit (maximum dollar amount per transaction) and credit limit (maximum dollar amount per cycle).

What's that Card?

Beginning this month, you may see transactions for up to 3 US Bank VISA cards on the Concur Company News home page. So how do you tell which is which?

In the Available Company Card Charges section, the default is to show transactions from all cards. For further information, click on the dropdown arrow. Now you can see which transaction is which (USB Procurement Card, Procurement Card, Travel Card) and the last 4 digits of the card #.

January 2011 Policy/Procedure Updates

What's new? What's improved? See what's on schedule for policies, procedures, and forms in the new calendar year. You can get a summary of these changes on our new [Policy/Procedure update page](#) – and you can preview the actual draft documents.

NOTE: If you work with independent contractors, be sure to check out the revised Scope of Work (SOW) form on this web site. The new SOW will be valid effective January 1.

Questions? Contact Normandy.Roden@cu.edu, 303.837.2117.

eProcurement Pilot Group Moves Forward

As mentioned before, we will begin the eProcurement solution by launching a pilot group next spring. The pilot go-live date has now been established as May 16, 2011, with full implementation (university-wide) planned for August 1.

Last week, the pilot group met in their first focus group to discuss the business process/flow and technical procedures involved in small-dollar and large-dollar purchasing. The departments will continue to participate in focus groups, addressing various aspects of the procure-to-pay system, during the course of the next several months.

The pilot members represent cross-campus departments that are heavily involved in university procurement. Many of them rely on sponsored project monies to fund their purchases. The pilot departments are: MCDB (Molecular, Cellular & Developmental Biology) and LASP (Laboratory for Atmospheric & Space Physics) at UCB; College of Letters, Arts & Sciences at UCCS; and School of Medicine Microbiology and School of Pharmacy at UCD.

You'll be hearing a lot more about eProcurement as we move into the new calendar year. Among our next steps, communication-wise, is the development of an informational eProcurement web site...more on that in our next PSC newsletter.

CUW-9 & Vendor Authorization Form Updated

We've recently revised the CUW9 form to elicit information needed for eProcurement. Look for it on the [PSC Forms page](#) in Excel and PDF-fillable versions.

International Tax Updates

Beginning January 1, 2011, the International Tax Office will require proof of immigration status for all international payments. This includes travel and expense reimbursements as well as honoraria and other payments.

When sending a letter of invitation to an international visitor for whom you wish to pay an honorarium and/or expenses and who will not be sponsored on a visa by the University of Colorado, please stress how important it is that the visitor enters the U.S. in B-1 or WB business visitor status. Otherwise, reimbursements and honoraria may be restricted or not permitted at all.

In addition, please urge your visitor to review their I-94 card and entry stamp prior to leaving the port of entry to ensure they were assigned the proper immigration status. Canadians should request official B-1 status upon entry; otherwise, a distinction may not be made by the entry officer.

Detailed info is in the [Payroll & Benefit Services newsletter](#)

To see the type of documentation required for each type of Accounts Payable, refer to the [A/P Payment Matrix](#).