



December 28, 2010

Mileage Rate Increase

Mileage reimbursement rates (standard and 4-wheel-drive) will increase by a penny in the new calendar year.

For reimbursable miles driven beginning January 1, 2011, the standard reimbursement rate will be \$0.46/mile.

If nature of the trip/road conditions **require** a 4-wheel-drive vehicle, the 4WD rate will be \$0.49/mile).

If a trip begins in 2010 and ends in 2011, please split the mileage and enter the appropriate miles in each calendar year...and the Expense System will take care of the rest.

Documented Quote Threshold Increase

\$500,000.

That's the new threshold – effective January 1, 2011 – for the Request for Documented Quote, or DQ. (The current DQ threshold is \$150,000.) A DQ is an informal competitive solicitation process that can be used for either goods or services. Determination of award is based on the response that offers the best value to the University, with price as a consideration.

Increasing the threshold for triggering the DQ process means that University departments will see greater efficiencies and more options...while still benefitting from vendor competition.

Questions? You should always confer with the appropriate Purchasing Agent when planning purchases over the \$5,000 small-dollar limit. If you have specific questions on the DQ process, or how this change in threshold will affect you, please contact Charlene.Lyduck@cu.edu, 303.764.3450.

Reminder: Use the Revised CU W-9

The CUW-9 & Vendor Authorization form was revised last month as part of our preparations for the new eProcurement solution. The new version of the form (dated 11/17/2010) collects data needed to set up vendors correctly in the new system.

If you've saved older versions of the CU W-9, please delete them. Effective January 1, 2011, use of the November version of the form will be mandatory. The form is available on the [PSC Forms website](#).

Reminder: New SOW Form

Many of our readers work with the Scope of Work (SOW) form...so don't forget that this form is changing effective January 1. The new version will be a 2-page form since it incorporates the 20 questions traditionally posed to distinguish an independent contractor from an employee.

The revised SOW form has been developed by your campus HR offices to ensure that HR personnel have the information they need to make this important decision. You can preview the new SOW on our January 2011 Changes [web site](#).

Campus-based training will be offered in January. Check with your campus HR office for information.

And – if you're wondering what to do with all those SOWs you filled out early – don't worry. The PSC will accept the current SOW form (updated August 1, 2010) through the end of March 2011. Beginning April 1, 2011, only the January 1 version of the SOW will be valid.

Vendor Orientations Offered in New Locations

We're pleased to announce additional locations for Vendor Orientation. Sessions will be offered in Boulder and Colorado Springs in the first quarter of 2011. The Boulder Chamber of Commerce will host the presentation in Boulder on January 28 and Colorado PTAC will host the presentation in Colorado Springs on March 15.

The free sessions are geared for business concerns interested in learning how the University's procurement process operates. Session topics include an overview of the University System and PSC and an introduction to the University procurement process and Small Business Program.

We'll also continue to hold monthly Vendor Orientations at 1800 Grant Street in Denver. Interested vendors should contact Penny Davis penny.davis@cu.edu for details.

What's that Tax ID #?

Your new US Bank-issued Procurement Card has a different tax exempt ID number on it: the State's ID, 98-02565-0000. With the change in purchasing card contract, we've been able to work with the new bank to reference a single number for the entire University.

You no longer need to know – or show – tax exempt ID #s or certificates that are unique to a single campus. Accordingly, we are removing the campus-specific numbers and certificates from our [website](#).

PSC Closed: Fri Dec 31 & Mon Jan 3
This includes the FinPro Help Desk.