

October 11, 2017

Updated: PSC Procedural Statement Travel

In our [September 18 PSC COMMUNICATOR newsletter](#), we talked about the new Travel webpages. These were recently redesigned to present more of the information you ask for ... and to make that information easy to find.

Now we've revised the [PSC Procedural Statement on Travel](#) to better coordinate with the new Travel webpages. You'll find more consistent terminology, quick access to the Top Travel Links, and consolidated procedure entries (you'll spend less time cross-referencing items!)

Questions on the revised Travel procedures? Contact FinProHelp@cu.edu or 303.837.2161.

Questions on the University's managed travel program? Contact PSC Travel Manager Shannon Miller at Shannon.Miller@cu.edu or 303.764.3457.

New: PSC Procedural Statement Wire Transfers

If you need to request invoice payment by wire, you'll want to check out our PPS (PSC Procedural Statement) on Wire Transfers. It's available now on the [PSC website](#).

This new PPS addresses how to pay international suppliers when payments must be made directly to the suppliers' bank accounts and/or in non-U.S. currencies. Such payments – wire transfers or, rarely, foreign drafts – are kept to a minimum due to the complexity of the required information, documentation, risks, and associated costs.

The PSC will process a wire payment for a purchase order invoice upon request from the responsible department if:

- Payment is to an international supplier; and,
- Payment is \$500 or more; and,
- Department submits the completed [Wire Payment Request \(WPR\) form](#).

The new WPR form is not required if you're requesting wire transfers associated with Non-Employee Reimbursement, Payment Authorization, or Payment Voucher forms. In those cases, simply select Handling Code = Wire Payment, and be sure to attach the banking information (which is considerable).

Questions on the new Wire Transfers procedures and/or the Wire Payment Request form? Contact FinProHelp@cu.edu or 303.837.2161.

Inside the PSC: Purchasing Agents

In this issue, we're focusing on the Purchasing Agents of the PSC. Here's a glimpse inside the team ...

The goal of [Purchasing Services](#) is to assist you in efficiently obtaining the best value for every dollar while complying with all applicable rules. Specifically, Purchasing Agents guide you through the procurement process, including clarifying requirements and researching sources of supply.

We know that the procurement of goods and services is essential to CU's mission – and has a big impact on CU's bottom line. We determine the most appropriate method of acquiring these items by evaluating the elements of every requisition. When competition is required, we assure the integrity of all aspects of the competitive process, from collaborating with our department customers on defining specifications to suggesting performance measures and award criteria.

Our goal is to serve CU and its employees by obtaining the best values for the University, ensuring integrity and fairness to our suppliers, and providing transparency to our customers, both internal and external.

Questions? Contact Teresa Rausch, at 303.764.3450 or Teresa.Rausch@cu.edu.



Upcoming PSC Events

We'll be on your campus soon with PSC Town Halls:

October 12: CU Boulder

