



October 12, 2007

Supplier Showcase Report

Take nearly 100 suppliers, add over 1000 CU employees at 4 different locations, mix in multiple hours of prep time topped off with the CU Purchasing staff and what do you get? The 2007 Supplier Showcases. Employees had the opportunity to visit with supplier reps, see the newest technologies, pick up free samples, and visit with staff members from Purchasing Services. Based on the number of employees who attended and the feedback from the suppliers, the Showcases were a great success.

Showcase Statistics:

- Number of employees who attended: 1056 total; 84 at Colorado Springs; 340 at Boulder; 182 at Downtown Denver; 450 at Anschutz Medical
- Number of tables set up: 148
- Dozens of cookies eaten: 180
- Number of stress-reliever buffaloes & mountain tops handed out: 596
- Number of smiles shared: millions

A big thank you to the suppliers who participated and donated door prizes; to the Facilities and Event staff at each campus for setting up the tables and chairs; to the Purchasing staff for handling numerous responsibilities, and to all the employees who attended. If you missed this year's Showcases, mark your calendar for September 2008. The Supplier Showcases are an annual event.

NAEP features PSC Purchasing Services

PSC Purchasing Services is featured on the cover of the [Educational Procurement Journal](#), a bimonthly publication published by the National Association of Educational Procurement (NAEP). The front-page article, written by our very own Charlene Lydick and Sandy Hicks, talks about orienting vendors to the university system. Charlene and Sandy share the tips and strategies that made vendor orientation such a success at CU. Not only do they highlight the benefits for vendors, but they also point out many benefits for Purchasing Staff as well.



Congratulations to PSC Purchasing Services on this outstanding feature article.

FedEx DirectLink Revisited

FedEx DirectLink facilitates the procurement of Federal Express shipping services. You simply reference your campus account # and a SpeedType on the airbill, and FedEx submits an electronic invoice to PSC Payable Services.

- You must write the 8-digit SpeedType that will pay for this delivery in the Internal Billing Reference field. The **first eight characters** of this field must only consist of **the SpeedType**. All comments or notes should come after the SpeedType.
- Be sure to fill out the Sender fields completely, including sender's name/phone number, department name, and street address.
- **Never** give out your preprinted slips - they are like cash.

On your financial statements, you can easily identify these charges by their journal source code, PFX.

Procurement Card - Changing Depts.

Cardholders: if you change departments, you no longer need to close your current Procurement Card and apply for a new one. Instead, just submit a Procurement Card Change form identifying the change in department, Approving Official, etc. You'll receive a new card, with the same card number and the new department name. Statements should be retained by the appropriate department. For more information, contact [Procurement Card Administration](#) at 303.315.2847.

Top Questions on New Procedures

Travel

What's this Incidentals amount?

The Incidental Expense Per Diem is part of the total Per Diem amount. That's why – when you look up [per diem amounts by location](#) – you see the column labeled M&I (meals and incidentals). Incidentals include personal telephone calls and various tips (such as for bellhops, porters, and maids), as well as other miscellaneous items. The Incidental per diem may be claimed for each day of travel up to the limits specific to the geographic location. (For most domestic travel, this is \$3/day; for other locations, [refer to the list.](#))

Scope of Work (SOW)

Why does the service provider need to sign the SOW?

Remember the purpose of the Scope of Work (SOW) form...it helps your campus Human Resources office apply IRS guidelines to determine if the service provider is acting as an employee or as an independent contractor. It is essential that the service provider have an opportunity to review the service description created by the department – and to show her/his agreement with the nature of the service, the services or equipment provided by the University, the skills required, and so on. Keep in mind that an invoice from the service provider is needed when requesting payment.

Expenditure Control

Why am I getting notifications about SPO resource check failures?

You emailed the purchasing agent a request to increase the SPO Total Dollar amount on your Standing Purchase Order...and you forgot to check your available resources first. In the future, be sure to verify your Amount Available before contacting the purchasing agent. To learn several different ways of doing this, refer to the handy new Step-by-Step Guide to Calculating Amount Available.

I received an email notification that a Payment Voucher failed resource check – how do I get the voucher's SpeedType changed?

If your Payment Voucher or Travel Voucher fails resource check and you have determined that the correct action is to use a different and appropriate funding source, email the voucher # and the appropriate new SpeedType to the [Finance & Procurement Help Desk](#).

More questions?

Your weekly top questions on Travel, Payment Voucher, Scope of Work, Honoraria, Advance Payments, and Expenditure Control are on the [PSC website](#).