

November 30, 2007

PSC Purchasing Services Survey: Your Opinion Counts

Procurement Service Center (PSC) Purchasing Services would like to hear from you. Your professional purchasing team constantly strives to improve services to campus...and your feedback helps this happen.

As a member of the National Institute of Governmental Purchasing (NIGP), the University of Colorado is able to offer an online Public Agency Satisfaction Survey (PASS). Please note that this is a confidential survey. Your responses to questions will not be viewed directly by Purchasing Services...but rather, will be emailed directly to NIGP, who will tabulate results and convey them to the PSC.

Why should you complete a survey?

PSC Purchasing Services procures goods and services for the entire University of Colorado. In other words, we have a lot of customers. We want to do everything we can to make sure that they are satisfied customers. By completing a survey during this time period, you can help the PSC improve purchasing services for your office...for your campus...and for the University at large.

When (and how) should you complete a survey?

- The online survey will be available at www.nigp.org/PASS/UnivColoo7.asp beginning Monday, December 3, 2007, and continuing through Tuesday, January 8, 2008.
- It should only take you a few minutes to complete the survey.

Thank you for taking the time to give us your opinion about Purchasing Services.

Any questions about the PASS survey or how to access it online?

Contact Sandy Hicks, PSC Director of Purchasing, at Sandy.Hicks@cu.edu.

Recognition Reminder

Question

The PSC Procedural Statement Recognition and Training allows organizational units to have staff appreciation meals to recognize the contributions of employees (and, at times, their immediate family members). These events must be "infrequent" ...but what does "infrequent" mean?

Answer

"Infrequent" generally means once a year, or at the end of a key or significant project. Infrequent does not mean once a month or once every two months.

Honorarium (HNR) Form: Change in Requirements

Effective December 1, 2007, you will not need to complete the Honorarium (HNR) form unless the honorarium payment exceeds \$100. This is an increase from the current \$75 threshold (current dollar amount triggering use of the form).

Note that this change makes the dollar threshold for the HNR form the same as the dollar threshold for the Official Function (OF) form.

And speaking of \$100 thresholds...

- Also effective December 1, the Payment Voucher PSC Procedural Statement and form are being revised to change the dollar amount at which Requestor Signature is required. If the Payment Voucher (PV) is not being used to issue a reimbursement, Requestor Signature will now be required only for payments over \$100. (If the PV is for a reimbursement, the Requestor is the payee...and Requestor Signature is required for payment of any dollar amount.)
- Effective December 1, the Recognition and Training PSC Procedural Statement will be revised. For cash-like awards, rewards, or prizes given to non-employees and valued at less than \$100, the Recognition Reporting (RR) form need no longer be submitted. (Currently, the RR form has been required for cash-like gifts in any dollar amount.)

New Policy and Procedural Statements on the Web

Beginning next week, look for some new PSC Procedural Statements (PPS) and Finance Procedural Statements (FPS):

Business Expense Reimbursement

This PPS sets forth university requirements for reimbursement of employee business expense to avoid inclusion in the employee's reportable income.

Fundraising Events

This FPS describes the process and procedures for university sponsored fundraising (formerly known as special events).

In addition, several Administrative Policy Statements (APS) move off the [Draft APS web site](#) and onto the [Fiscal APS site](#).

For more information, see next week's OUC CONNECTIONS newsletter.