

January 22, 2008

## New PV Reimbursement Restrictions

Effective February 1, 2008, the revised PSC Procedural Statement (PPS) [Payment Voucher \(PV\) Authorization and Use](#) will identify the limitation that **individuals cannot be reimbursed for personal purchases of commodities covered by university price agreements.**

### Why restrict reimbursements?

You already know that reimbursing an individual who personally purchased a good (services are never reimbursable) should be exception processing for the *organizational unit*. Instead, the authorized individual within the department should obtain necessary items by using one of the identified methods of procurement (Procurement Card, Department Purchase Order, Payment Voucher, etc.), as described in [I Need to Buy Something, Now What?](#)

When the appropriate method of procurement is used, the department is able to:

- Benefit from university-wide price agreements and educational and other agreements available to the University under a direct purchase mechanism.
- Avoid paying sales and use tax on the good.
- Comply with university procurement policies and procedures...including avoiding after-the-fact purchases.
- Save the additional costs associated with preparing and processing reimbursement requests.

### What is restricted?

- Office supplies, furniture, and computers.

### What happens now?

There will be a 90-day grace period to promote awareness of the new procedures.

- This means that if you request reimbursement for office supplies, furniture, or computers during February-April 2008, you can be reimbursed. PSC Payable Services will inform the contact person identified on the PV form that future reimbursements of these commodities will not be allowed. It is essential that the contact person share this communication with the requestor, if different.
- Beginning May 1, 2008, if you request reimbursement for the specified commodities, you will not be reimbursed.

The revised [PV PPS](#) is already available on the PSC web site so that you can become familiar with this and other modifications that take effect next month. (The [current PV PPS](#) is also still accessible.)

### What else is changing?

- In response to numerous questions, we have clarified the circumstances and documentation requirements related to payment of Participant Stipends/Study Subjects.
- You will see that the word invoice is now underlined in the PPS denoting it as a defined term in the [Finance and Procurement Procedure Glossary](#).

**Questions?** Contact the [FinPro Help Desk](#) at 303.315.2846.

*PSC Closed 3 - 5:00pm on January 31  
for the Steve Webb Retirement Event.*

## Steve Webb Retires from PSC

We wish the best of luck to Procurement Service Center Director and Assistant Vice President Steve Webb on the occasion of his retirement later this month. Steve will be stepping down after more than 19 years of service to the State of Colorado, including the past 8-1/2 years at the PSC.

Before coming to Colorado, Steve worked as an auditor and controller at Western Oregon University. In 1989 he began employment with the State Department of Personnel and Administration, helping design and test a new financial system known as COFRS. He spent the next several years as COFRS customer service contact prior to being promoted, in 1996, to Head of Business Services for the Division of Information Technology. In fall 1999 Steve joined the University of Colorado as Assistant Director of the recently created Procurement Service Center; the following year he became the PSC's Director.

Under Steve's leadership, PSC operations advanced significantly. Following a Finance System upgrade in 2005, campus departments benefited from the development of electronic requisitions, employee ACH reimbursements, and other improvements to processing. In addition, PSC policies and procedures were defined and documented, and the Travel Authorization Program (TAP) was implemented.

"What I've enjoyed most in my time at the PSC is working with the people here and being able to see how processes have changed from the beginning to where we are now," commented Steve.

### RECOGNIZING STEVE WEBB

HOTEL TEATRO TERRACE ROOM  
1380 LAWRENCE STREET, 2ND FLOOR  
THURSDAY, JANUARY 31  
3:00PM - 5:00PM

RSVP TO [CHRIS.HAMLIN@CU.EDU](mailto:CHRIS.HAMLIN@CU.EDU) BY JANUARY 28

## Sandy Hicks to Lead PSC

We are pleased to announce the appointment of Sandy Hicks, CPPB, as the Assistant Vice President and Director of the Procurement Service Center. Sandy replaces long-time PSC Director Steve Webb, who will retire at the end of this month.

Sandy's extensive background in purchasing and payables impressed the members of the search committee...and will serve her well in her new position. For the past eight years, she has been the University's Director of Purchasing, overseeing a staff of 24 and the administration of Procurement Card, purchasing agents, small business program, contracts, and vendoring. Previously, Sandy was PSC Purchasing Manager, and before the creation of the PSC she worked as a purchasing agent on the Boulder Campus for a number of years.

Sandy's work with professional organizations is considerable. She has been a Certified Professional Public Buyer (CPPB) for 12 years and has actively encouraged the professional development and certification of her purchasing staff. Sandy is the author/co-author of a number of presentations for various professional society meetings (RMGPA, NAEB, etc.). She was recently elected 2nd Vice President of the National Association of Educational Procurement (NAEP) – a position that rotates through the Board to ultimately become association president. Sandy was also a member of the first group of CU employees nominated to the University Emerging Leaders program.

Please join us in congratulating Sandy on her new position and latest achievement.