

February 14, 2008

## Check Your Defaults

When you set your Purchasing User Defaults, you save time and effort by having certain required values (Org, Ship To, Location, Email, etc.) default for you in purchase orders and requisitions. Your defaults, of course, need to be up to date. Why is this important? Two key reasons are to make certain goods are shipped to the correct location and to be sure you receive email notification when a PO/SPO is created.

Note that sometimes a value will change even though the location essentially remains the same. For example, due to the name change from Fitzsimons to Anschutz Medical campus, those Ship To/Location codes now begin 2A instead of 2F even though the physical addresses remain the same.

To review your Purchasing Default information, logon to the Finance System and select Purchasing > My Defaults > Purchasing Defaults. For instructions on changing your defaults, refer to the Step-by-Step Guide [Setting your Purchasing User Defaults](#).

## Location, Location, Location

With all the construction taking place, many *organizational units* are on the move. If your department is relocating, be sure to check the location codes in the Finance System to see if your new site has a code on file. If there is a suitable location code, be sure to change your purchasing defaults to incorporate it. If not, follow the steps below:

1. Use the Campus Location (CL) form on the [PSC website](#) to request a new code.
2. Look up your new code in the Finance System: Purchasing > Common Values > Campus Locations. Use the Description field to search for the name of the building.
3. Change your Purchasing Defaults by following the Step-by-Step Guide [Setting Purchasing Defaults](#).

**Note:** Location codes that previously contained the description “Fitzsimons” have been changed to read “Anschutz.”

## DPOs, POs, SPOs – What’s the Difference?

The FinPro Help Desk receives calls regularly from *organizational units* confused about the difference between the [Department Purchase Order](#) (DPO) and the [Purchase Order](#) (PO). Since the *Finance System* only refers to POs in the navigation menu, let’s explore the difference between these two important purchasing methods.

**Use a DPO to make purchases up to \$4,500** in situations where the Procurement Card is not acceptable. The *organizational unit* creates the [DPO](#) in the Finance System prior to placing an order. The [DPO](#) is sent to the vendor, documenting the University’s intent to purchase.

**When the total purchase exceeds \$4,500**, the *org unit* creates and approves a [PO Requisition](#) in the *Finance System*. The [PO Requisition](#) serves as the catalyst for the Purchasing Agent to issue a Purchase Order. The [Issuance of a Purchase Order](#) provides authorization to proceed with receiving the goods or services.

**The Standing Purchase Order (SPO) process** begins when the *organizational unit* creates an [SPO Requisition](#) in the *Finance System*. [SPOs](#) are used for either (1) repetitive purchases as needed from time to time, or (2) services to be provided over a specific period of time, such as maintenance agreements, personal services contracts, and subcontracts. The [SPO Requisition](#) initiates action by the purchasing agent to issue an [SPO](#). [Issuance of a Standing Purchase Order](#) serves as the authorization to proceed with receiving goods or services.

Additional information about purchasing methods is available at [I Need to Buy Something. Now What](#) and the [Step by Step Guides - Finance System Procurement Applications](#).

## Reporting Fiscal Misconduct

Are you aware of fraud, theft, embezzlement, abuse, or waste of university resources? Then you must report it. As an employee of the University of Colorado, you are obligated by university policy to report promptly fiscal misconduct and fraudulent acts, as well as incidents of suspected misconduct. This is intended to maintain the public trust in, and to preserve and protect the assets and financial interests of, the University. For more information about this important topic, refer to [Regent Policy 13-R Fiscal Misconduct](#) and also to the Administrative Policy Statement [Reporting Fiscal Misconduct](#). The University offers a number of ways to report suspected issues including the new CU EthicsLine. Instructions on using this hotline and information about other reporting options are available on the Are You Aware of Fraud, Theft, Embezzlement, Abuse, or Waste of University Resources [web page](#).

## Some SPO Changes Require a Purchasing Agent

While there are many changes an *organizational unit* can make to SPOs, there are some adjustments that only a purchasing agent can accomplish. *Organizational units* can (1) change the SpeedType, Account, and accounting distribution for encumbrances and payments and (2) adjust the amount allocated to each year of an SPO. Conversely, *organizational units* cannot change the dollar amount of an SPO. Only a purchasing agent can. If your SPO requires an increase or decrease to its total dollar amount, send an email to the appropriate purchasing agent. See the SPO Requisitions & SPOs and SPO Voucher Step-by-Step Guides on the [PSC website](#) for more information.

## PSC Welcomes New Staff

### Welcome Michael Fox

The Procurement Service Center (PSC) is pleased to announce the addition of Michael Fox as the new Strategic Sourcing Manager. Michael, an alum of the University of Denver, will be responsible for the Strategic Sourcing initiative within the PSC. For the past five years, Michael worked for Mercury Companies, a national leader in the real-estate settlement services industry. While at Mercury, he managed several commodities and vendors, as well as an e-procurement website. Welcome, Michael!

### Welcome Mary Ann Diaz

May Ann Diaz is a new Administrative Assistant. Prior to coming to the PSC, Mary Ann was an executive assistant for an estate planning firm. She is currently a student at UC Denver studying human resource management. Welcome, Mary Ann!

### Welcome Toni Johnson

Toni Johnson is our new Procurement Card Compliance Specialist. She is a graduate from Regis University with an MBA in Finance and Accounting and International Business. Prior to joining the PSC, Toni worked as a large business revenue agent for the IRS. Welcome, Toni!

*FinProHelp Closed 2/15/08*

Financial Compliance Services, including the Fin Pro Help Desk, will be moving their offices to 18th and Grant Street. The PSC will continue to serve you from their current offices at the Lawrence Street Center.