

May 16, 2008

## Jeff Darling Wins Sustainability Award

Purchasing agent Jeff Darling, C.P.M., was recently awarded an Individual Achievement Award at the 2008 Boulder Campus Sustainability Awards. This environmental awards program started in 1997 as a means to recognize those committed to reducing the environmental impact of CU campuses. We are pleased that the University of Colorado has recognized Jeff for his significant achievements and extraordinary efforts in Green Purchasing.



### What is Green Purchasing?

Green Purchasing can include a variety of efforts, such as the acquisition of recycled-content products, environmentally preferable products and services, and energy- and water-efficient products. Jeff's work in this area exemplifies CU's continuing efforts to become a sustainable institution. The PSC thanks Jeff for his dedication and for being a shining example of environmental stewardship and responsibility.

## Meal Reimbursement: A Refresher

The PSC Procedural Statement (PPS) [Travel Authorization and Expense](#) sets forth eligible travel expenses and defines the reimbursement process. A common eligible expense is a meal that the traveler would normally have eaten while traveling. Such meals are reimbursed according to [state Meals and Incidental Expenses \(M&IE\) per diem rates](#).

### What about the first and last days of a trip?

On begin and end travel days, reimbursement cannot exceed 75% of the daily M&IE per diem rate, regardless of the time the traveler departed or returned.

### What if the trip lasts only one day?

If travel is wholly within a single day and if the trip lasts 12 hours or more, then meal reimbursement is allowed. Reimbursement cannot exceed 75% of the daily M&IE per diem rate.

Meal reimbursements for single-day trips are reportable as income for CU employees.

## Colorado Correctional Industries Online Survey

The PSC would like to measure customer satisfaction and perception for individuals purchasing furniture from Colorado Correctional Industries (CCI). If you have ordered from CCI in the past, your input is very important. We will use the information gathered from this survey to facilitate a positive relationship between CU and CCI.

The [online survey](#) should take approximately 10-15 minutes to complete and is available through Monday, June 16, 2008.

**Questions?** Contact [Michael Fox](#) at 303-315-2848.

## Faison/Corporate Express Info Sessions

As previously announced, the PSC will be visiting each campus to discuss the current contract with Faison/Corporate Express. [Registration is required](#). During the sessions we will discuss:

- Results of the recent Faison/Corporate Express survey;
- Update on internal Faison/Corporate Express news; and,
- Going Green (Environmental Awareness)

**Note: The session schedule has changed.**

### Updated Session Schedule

**UCB** - Tuesday, June 3 10:00-11:30am  
Room 235 in University Memorial Center

**UCCS** - Wednesday, June 4 10:00-11:30am  
Theatre (Rm. 302) in University Center

**UCD Downtown** - Tuesday, June 10 10:00-11:30am  
Lawrence Street Center Terrace Room

**UCD Anschutz** - Wed., June 11 10:00-11:30am  
Research 1 North Hensel Phelps Auditorium

**Questions?** Contact [Michael Fox](#) at 303-315-2848.

## Reminder: Final Procurement Cutoff Date

**Friday, May 30** – Last day for Purchasing to process PO Requisitions using FY08 funds

**Remember:** Your PO Requisition must be fully approved and any additional required documentation must have been submitted to the PSC. Your PO Requisition Comments must state that the procurement needs to be received by June 30.