

July 18, 2008

New W-9 Form and Procedures on Web

We have recently revised the procedures and forms used to update vendor information in the University's Finance System. Effective July 15, the new PSC Procedural Statement (PPS) W-9 and Vendor Authorization is available at www.cu.edu/psc/policies.

The new W-9 and Vendor Authorization (CUW9) form is also available on the web: see www.cu.edu/psc/forms. Please note that the new CUW9 form replaces both the previous W-9 and the Vendor Request form (see below).

Why do we need W-9s?

As noted in the procedural statement, the PSC requires the completed CUW9 form in order to make a purchase of, or payment for, goods or services from a vendor. Note: The CUW9 form must be used. Other versions (including the IRS version) of the W9 form do not provide all of the information that CU needs to collect and therefore **cannot be used**.

Using the CUW9 helps ensure correct reporting of Tax Identification Number (TIN) and name combinations, minimizes the risk of making inappropriate payments to fraudulent entities, and facilitates collection and reporting of business classification information. (Note that foreign entities and individuals complete the appropriate [W-8 form](#) instead of the CUW9.) We do not need W-9s in order to issue refunds or reimbursements.

Why revise the W-9 form?

The new CUW9 form has been enhanced to request additional useful information (e.g., the vendor's Remit To address) and to update the business classifications available for selection by the vendor.

How will you report vendor address updates without a Vendor Request form?

Good news: you can now report new and/or changed addresses for current vendors simply by emailing PSC-Vendoring@cusys.edu. Be sure to provide the Vendor ID # as well as the vendor's name.

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

Seeking Baggage Charge Reimbursement?

Many airlines are now charging travelers additional baggage fees. A receipt is required if the baggage charges are over \$25.00. **Note:** regardless of the method used to check the bags (at the counter, at the gate, at the curb, on-line, etc.), a receipt can be obtained.

To be reimbursed for additional bag charges or excessive weight charges, be sure to include a valid business purpose in the "Explanation" section of the Travel Voucher form.

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

New Online Small Business Database

The PSC is pleased to announce the launch of an online [Small Business Database](#). Designed to be user friendly, the searchable database allows users to search for a small business by Name, Commodity Category, Products & Services, and Small Business Classification. This database makes it easier to find businesses that are classified as: small, small disadvantaged, woman-owned, historically black colleges & minority institutions, HUB Zone, veteran-owned, service-disabled veteran owned and Alaskan Native Corporations or Indian Tribes.

Each business listing has detailed contact information – address, phone number, email address – as well as a link to the company's website. The Products & Services section has keywords to help clarify a company's capabilities.

Check out the [Small Business Database](#). Additional listings are being added on a daily basis.

Questions? Contact Pam Andrade at 303.315.2827 or email Small.Business@cu.edu.

Price Cost Analysis Information

Your purchasing agents work diligently to ensure the best quality procurement at the lowest cost. This is often accomplished by soliciting vendor competition through quotes, bids, or proposals. But what happens when there is no competition?

The [Price Cost Analysis document](#) on the web outlines the criteria your purchasing agent uses to prove that CU is paying a fair and reasonable price for an item. It also notes the information that the department should provide the purchasing agent in order to assist in the analysis process. We encourage you to review this information and to contact your purchasing agent with any questions.

GPS Rental Now Reimbursable

The PSC Procedural Statement (PPS) [Travel Authorization and Expense](#) has been updated to include new item # 18:

GPS (Global Positioning System) Device

Reimbursable rental if required due to complexity of official university business travel, e.g., driving to multiple sites in unfamiliar area. Business purpose need must clearly document such complexity on the TV form.

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

*Don't Forget to Save the Date for
CU Supplier Showcases!*

Dates are available on the [PSC website](#).