

August 29, 2008

PPS Updates

Several PSC Procedural Statements (PPS) will be updated on the PSC web site next week. Effective September 1, look for both revised content and our standard formatting on the following PPS:

Petty Cash & Change Funds

This will set forth the rules and requirements for processing (i.e., establishing, replenishing, modifying, or closing) both petty cash funds and change funds and will outline restrictions on the use of such funds. Associated forms (Petty Cash Request, Replenishment, and Responsibilities) are also being revised and upgraded to improve ease of use and to ensure that critical information is captured and conveyed. It is important to note that the new forms replace all existing forms, including campus specific forms. Beginning October 1, older forms will no longer be accepted by the PSC.

Recognition & Training

Also effective 9/1/08: a revised PPS Recognition and Training. The content presented (rules and requirements for using university funds to pay for training and recognition) and the intended purpose (assurance that recognition awards, rewards, and prizes are properly captured and subject to appropriate tax reporting) are essentially the same. Note, however, clarification on reporting gifts to employees. Also -- this revision will summarize and clarify procedural and reporting requirements in an easy-to-use grid. The Recognition Reporting form will be slightly modified.

Scanned Invoices and Receipts

The PSC scans all paper payment documents received. When submitting receipts and invoices for payment, there are a few things you can do to ensure prompt processing of your payment:

- When highlighted content is scanned, it becomes nearly illegible. Instead, draw attention to content by placing notes in the margins of a document.
- When taping a receipt to another piece of paper, be careful not to place the tape over the printed portion of the receipt. If tape comes in contact with the print, it will eventually fade away and therefore be unreadable.

Questions? Email Betty.Heimansohn@cu.edu or call 303.315.2778

Welcome Erin Robb

The Procurement Service Center is pleased to announce the appointment of Erin Robb as an Account Technician II in Payable Services. Originally from Athens, Ohio, Erin holds a B.A. in American History from Ohio University. Prior to joining the PSC, she was involved with accounting and bookkeeping for one of the bookstores in Boulder.

Please join the PSC staff in welcoming Erin to the team.

CCi Furniture Survey Results

Last June, the PSC conducted a customer satisfaction survey of Colorado Correctional Industries (CCi). There were two primary goals of the survey: 1) measure end user perception of CCi, and 2) provide end users with a structured outlet to voice any concerns they may have regarding CCi. The results of the survey revealed that end users are basically split in their views toward CCi, positive or negative. There were few neutral or lukewarm responses.

Discussions were held with CCi about the results of the survey, and a general theme for an improved relationship emerged. CCi must manage customer expectations on the front end and follow-up on customer expectations on the back end. Our joint mission going forward will be to address the following areas of concern: communication, pricing, quality, product lead time, the CCi website, and sustainability.

The PSC recognizes that the furniture you purchase will often be expected to last ten to twenty years. Buying furniture can be a deeply personal experience. Given CU's unique relationship with CCi as a mandatory and strategic supplier, it is essential that CCi understands us as a customer, and that they adapt to us as our requirements evolve and change. In support of this idea, the PSC will be conducting open forums on each campus in the near future. Dates for the open forums will be announced in September.

Wireless Communications: We're Listening

We are asking for your assistance in shaping university policy and procedures in the area of wireless telecommunications.

You will find links to a Wireless Telecommunications Survey on the [PSC](#) and [OUC](#) web sites.

You should complete this survey if:

- CU provides you with cell phone or wireless data services; or,
- You are otherwise involved in wireless telecommunications processes at the University.

In only about 5 minutes, you can provide your input on how the process works and what changes you'd like to see in the future.

And by doing so, you can be eligible for weekly prize drawings!

Supplier Showcase Reminder

Don't forget to [register online](#) for a Supplier Showcase.
[Vendor lists](#) are now available.