

September 29, 2008

## After the Fact Purchases

Are you and your colleagues familiar with the University's [After-the-Fact Purchases Policy](#)? The consequences of violating this policy are significant, so please take a moment now to review it.

### What is an After-the-Fact (ATF) purchase?

Purchases over \$4,500 require the issuance of a purchase order by a PSC purchasing agent. It does not matter if the purchase is for a single item costing over \$4,500...or for many items totaling over \$4,500. Shipping charges are included in the cost. If you initiate a high-dollar (over \$4,500) purchase yourself, you violate the ATF Purchases policy.

### How does an ATF occur?

Individuals in the organizational unit order or obtain a good or service that a purchasing agent should have ordered for them.

### What do you do about an ATF?

You must follow the procedures described in the ATF policy. Note that the policy includes a list of campus contacts. Please confer with your campus contact prior to taking any action. The designated individual or office will help you work through the process.

### What happens then?

The required documentation must be reviewed by the campus Chief Financial Officer (or delegate) and – depending on dollar amount and circumstance – the State of Colorado Controller. They evaluate the situation that led to the ATF and decide whether to approve payment by the University.

### Why is an ATF bad?

ATFs result in delayed payments to vendors who have, in good faith, provided goods or services to the University. Furthermore, the individual who initiated the improper transaction may be held personally liable for payment.

### How do you prevent ATFs from happening?

Be sure that everyone understands the ATF policy...and that only the designated individuals initiate purchases on behalf of the organizational unit.

**Questions?** Contact the [appropriate purchasing agent](#).

## Wireless Communications: We're Listening

Help us shape university policy and procedures in the area of wireless telecommunications. You will find a link to a Wireless Telecommunications Survey on the [PSC](#) web site.

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! **Congratulations to our newset winners:** Nan Lu and Marcia Plamondon.

## Procurement Card Renewals

Here's some important information to know about the Procurement Cards that are due to expire November 2008:

- The new cards will be sent directly to the cardholder's work address, which is the address listed on the original application (unless it was changed since then);
- The cards will be sent early November;
- Unless the cards are cancelled, they will go out to the cardholder. To cancel a card, send in a Procurement Card Close form;
- The deadline to make address changes to ensure they are mailed to the correct address, or to cancel cards so new plastic is not sent out, is **12:00pm Friday, October 3**. The cards will not be forwarded, so if your office has moved, be sure to send in a [Procurement Card Change form](#).

Anyone who has access to the ACARD system, typically Reallocators, can check the address of the cardholder. There are step-by-step guides on the PSC website at: [https://www.cusys.edu/psc/CUonly/sbs-acard/11.01\\_Viewing-Billing-Address.pdf](https://www.cusys.edu/psc/CUonly/sbs-acard/11.01_Viewing-Billing-Address.pdf).

**Questions?** For more information about the Procurement Card, please contact the Financial/Procurement Help Desk at 303.315.2846.

## Vendor Orientation

The PSC offers monthly Vendor Orientation sessions designed to introduce businesses to the University's procurement process. Sessions are geared to provide valuable information to vendors currently unfamiliar with CU. Among the topics covered are:

- Overview of the University of Colorado (structure/organization of System Administration and the four campuses);
- CU's purchasing process and thresholds;
- How solicitations are posted (and how vendors can view and respond to these announcements); and,
- The PSC-administered Small Business Program.

More information is available at the [welcome vendors website](#).

**Questions?** Contact [Charlene Lydick](#) at 303.315.2780.

## Supplier Showcase: Boulder

Don't forget to [register online](#) for the last of this year's Supplier Showcases on

Tuesday, September 30.