

## Sustainable Paper Practices

Here are some tips on how to reduce paper usage and costs:

- Set the defaults on copiers and printers to 2-sided printing
- Send all your print jobs to a shared copier. This eliminates individual toner cartridges and can drop the cost per page.
- Purchase recycled paper. Every 100 cases of 100% recycled/100% post-consumer waste copy paper saves 60 trees, 10,250 kilowatts hours of electricity, 17,500 gallons of water, and prevents 150 lbs of air pollution.

Corporate Express has a recycled paper - product #CEB8511RCY100 - for \$3.60 per ream. The University buys over 30,000 cases of paper per year, so multiply the numbers above by 300 to see the impact we can make.

**Questions?** Contact our Sustainability Officer, [Jeff Darling](#).

## Feds Approve Purchasing System

The US Office of Naval Research (ONR) has **approved** the University's purchasing system. Pursuant to Federal Acquisition Regulations (FAR), a Contractor Purchasing System Review (CPSR) is conducted to "evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy when subcontracting." In conjunction with the ONR review, the Small Business Administration (SBA) reviewed CU's Small Business Program and rated it "**Highly Successful**."

### Why is this important?

Approval of CU's purchasing system demonstrates to Contracting Officers in all federal agencies that CU's purchasing system is compliant with federal policies and does, indeed, spend federal funds efficiently and effectively.

**Questions?** Contact [Sandy Hicks](#).

## Supplier Showcase Wrap-Up

The 2008 Supplier Showcases are gone but not forgotten. All four Showcases sold out – 142 spaces in all. The 1,122 attendees visited with supplier reps, learned about new technologies, picked up samples, and visited with PSC staff. A big thank you to everyone involved in making this year's showcases a huge success.

Need to contact a supplier from one of the Showcases? Information is available in the 2008 [Supplier Directory](#).

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

**Reminder:** [Register to attend a CCI Outreach Session](#)

CCI is coming to each campus in November. If you have any questions, please contact Michael Fox @ 303-315-2848.

## Procedure & Form Changes

### Official Function PPS & the OF Form

The dollar amounts triggering *officer* review and approval have increased, from over \$4,500/total event to over \$10,000/total event...or from over \$50/person to over \$85/person. The OF form reflects these new thresholds, and the form's dropdown box for Type of Event options now corresponds with the types and events listed in the PPS Sensitive Expenses (see under Food).

### Alcohol PPS & APA Form

Preapproval of the event is now required if the alcohol cost is over \$25/person. (Previously, preapproval was required if the alcohol total cost exceeded \$100.) Per changes in OF procedures, the dollar amounts triggering *officer* review and approval of an OF have increased (see above article).

The Alcohol Purchase Authorization (APA) form helps calculate these limits, and its dropdown box for Official Function-Type of Event now presents event categories listed in the PPS Sensitive Expenses (see above).

### Payment Voucher PPS

Item 23-Reimbursements is further restricted to exclude donations and study subject payments from reimbursement. Receipts of \$25 and less are no longer required unless the purchase was an OF meal. Petty Cash/Change Fund establishment/replenishment is now included in the list of allowable payments (thus formalizing the current business process). New items include Student Recruitment Host Per Diems. There is no change to the PV form itself.

### Undocumented Reimbursement PPS & Form

These changed per Payment Voucher receipt requirement changes (see above), in conjunction with Travel PPS requirements. The form to replace missing receipts is no longer required unless the missing receipt is over \$25...or is for an OF meal or rental car gas. Campus controller approval is required for a missing receipt over \$100 (increased from previous \$25). Most significantly: the Unavailable Documentation (UD) form replaces the Undocumented Reimbursement (UR) form. This is the same UD form used by Procurement Card Program participants to replace a missing Procurement Card receipt/invoice. **The same rules (dollar amounts, exceptions, and controller signature) apply to both reimbursements and Procurement Card use.**

### Keeping up with Change

**Good news:** our PPS page ([www.cu.edu/psc/policies](http://www.cu.edu/psc/policies)) now helps you remember what happened. When a new or revised PPS is published, the  $\Delta$  takes you to the newsletter that discusses the relevant update.