

March 23, 2009

Upcoming Efficiency Changes

In response to recommendations contained in the report of the President's Task Force on Efficiency, effective April 1, 2009, the PSC is making the following changes designed to decrease administrative burden and streamline business processes.

Small Dollar Limit

What is changing? The current small dollar limit of \$4,500 will increase to \$5,000. This change will impact:

- Procurement Card – transaction limit will be raised to \$5,000. **Note:** Card limits will not be adjusted automatically. You must complete the Procurement Card Change form to update cardholder limits.
- Department Purchase Orders – DPO limit will be raised to \$5,000
- Purchase Orders and Standing Purchase Orders – will be created for purchases where the amount will exceed \$5,000.
- PO and SPO Invoices - The autopay threshold will be raised to \$5,000.

Official Function - PSC Procedural Statement and Form

What is changing? The dollar threshold that triggers the completion of an OF form will increase from \$100 to \$500. Additionally, this \$500 applies only to food and beverage costs (with taxes/tips); it no longer includes related items such as facility rental, decorations, or awards.

What is staying the same? If the total cost of the official function is greater than \$10,000 or greater than \$85 per person, the event must be approved by an officer who is the appropriate campus oversight manager for this function.

Personal Technology – PSC Procedural Statement

What is changing? A PTA number will no longer be required when the University (1) purchases wireless telecommunications equipment for employees or (2) reimburses employees for official university business conducted using their personal wireless telecommunications equipment or service.

What is staying the same? The overall structure for wireless telecommunications has not changed. The organizational unit is still required to (1) identify wireless telecommunications equipment, service or reimbursement recipients (2) develop guidelines for assigning wireless telecommunications equipment, services, or call/text/email reimbursement (3) ensure that recipients complete Personal Technology Responsibility (PT) form.

Procurement Card - Unavailable Documentation Form

What is changing? Relative to the Procurement Card, the signature of the campus controller will no longer be required on the Unavailable Documentation (UD) form – no matter what the dollar amount - in cases where a vendor receipt or invoice is not available to support a Procurement Card purchase.

What is staying the same? The UD form must be completed whenever required receipts and/or required proof of payment are not available and the amount exceeds \$25.

Questions? Contact [FinProHelp](#) at 303.315.2846

Open House Success

A big thank you to all 403 of you who stopped in to see us during our Procurement Month Open Houses. It was a pleasure for us to meet so many of our customers and put “faces to names”. There were lots of questions answered, information provided, procedures explained, and - best of all - many, many smiles exchanged. You made this Procurement Month a real celebration!

Questions? Did you miss the open houses? No worries; we'll come visit with you. Contact Charlene.Lydicke@cu.edu at 303.315.2780.

Charlene Lydicke RMGPA Manager of the Year

Congratulations to the Procurement Service Center's Associate Director of Procurement, Charlene Lydicke, C.P.M., was recently named 2008 Manager of the Year by the Rocky Mountain Governmental Purchasing Association (RMGPA).

The award is presented annually to an association member for “outstanding contributions to the procurement profession and to professional development.” In selecting Charlene as the year's recipient, RMGPA recognizes her service to the association and its parent (the National Institute of Governmental Purchasing), her work at the University of Colorado, and her commitment to certification and professional development.

Charlene is the current Second Vice-President of the National Association of Educational Procurement (NAEP).

This is a prestigious honor for the University of Colorado as well as a tremendous personal accomplishment for Charlene. Congratulations, Charlene!

Free Baggage

Frontier & United Airlines are now providing free baggage with the purchase of State Airfare Price Agreement tickets. Approved travel agencies servicing the State of Colorado are aware of these fare rules. In order to avoid paying baggage fees, please verify with your travel agent that you have purchased a ticket from the State of Colorado Airfare Price Agreement.

Further travel related information is available on the [Travel section of the PSC Website](#).

Questions? Contact [FinProHelp](#) at 303.315.2846

March is Procurement Month

Take a moment to thank the procurement professionals you work with: those at the PSC, and those entrusted with procurement responsibilities within your own organizational units.