

May 15, 2009

New Semiannual Update Process for Procedures and Forms

In response to campus feedback, the Procurement Service Center (PSC) has initiated a new semiannual update process for procurement policies, procedures, and forms. Effective immediately, we will be targeting such revisions to coincide with the beginning of the calendar year (January 1) and the start of the new fiscal year (July 1).

Exceptions to this may need to occur periodically. For the most part, however, you will be able to count on a twice-yearly update schedule. For more on specific updates planned for this July 1, see below.

Underway for July 1, 2009...

As part of our current semiannual update cycle, we are reviewing the following PSC Procedural Statements (PPS) and forms:

- **PPS: Official Functions** (clarifies the types of events that fall under official function guidelines, and provides a link from the PPS to the How to Buy Official Functions resource)
- **PPS: Sensitive Expenses** (adds new item Uniforms and Work Clothes, removes redundant official function event specifics and links instead to the PPS Official Functions, illuminates several employee/non-employee distinctions throughout the PPS)
- **PPS: State Travel Card** (recast – in conformance with popular Procurement Card conventions – as a Travel Card Handbook, includes information on all three types of travel card – corporate, ghost, and event)
- **Form: W-9 & Vendor Authorization** (clarifies that individuals do not need to provide the detailed classification information requested on the lower portion of the form)

The above changes are scheduled to take effect July 1, 2009.

Small Business News

Doing your own procurement? Looking for more vendor options? Why not try the Small Business Database?

This convenient resource provides a listing of small businesses interested in providing the University of Colorado with their goods and services. Many departments like to search this database by [commodity](#) in order to see all of their choices for specific items.

For assistance using the Small Business Database, please contact Amber.Williams@cu.edu at 303.315.6356.

Travel Per Diems on New Site

Please be sure to use the **new web site** for meal and incidental expense per diem information.

The Procurement Service Center (PSC) [Travel page](#) has recently been updated to provide a link to the federal per diem web site. You can access the site directly at www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC.

Our Payables staff often receives Travel Voucher forms that request reimbursement using the old per diem amounts. In many cases, departments have bookmarked the previously-used state per diem web site.

As an incentive to update your internet bookmarks...note that in many cases, the new per diem allowances are higher than the old.

Don't Touch that (PO) Schedule

If you need to make a change order on a dispatched Department Purchase Order (DPO), your work may involve changing an item description (by updating a line)...or changing item quantity/price (by updating an existing schedule)...or changing SpeedType/Account (by updating a distribution). Here's what your change order almost invariably does **not** involve: adding or deleting schedules themselves.

The Finance & Procurement Help Desk reminds you that you should not click the + or – signs next to a schedule on the Schedule page of the PO. If you are not sure how to proceed when you need to change your DPO, please contact [FinProHelp](#) at 303.837.2161 or 303.315.2846.

New Ways to Learn

We're pleased to present a comprehensive new set of learning resources, available for your just-in-time use from the PSC web site at www.cu.edu/psc/help/finance_procurement.html.

In addition to the familiar Step-by-Step documents, you will now find video simulations and scripted practice elements. (The latter two are known as See Its and Try Its, respectively.) For ease in locating the instructions you need, all resources are grouped under collapsible/expandable headers.

Look for additional topics – and additional types – of learning resources to be added to this web site in future.

Last Procurement Cutoff Date = May 29, 2009

Friday, May 29 is the last day to submit any PO Requisitions that use FY09 funds. Your requisition comments must state that the procurement needs to be received by June 30, 2009.