

June 11, 2009

FYE Dates to Mind

June 24, 2009 (Wednesday)

- Final day for PSC to receive Travel Vouchers or Payment Vouchers if you need the warrant issued by June 30.
- Begin Payment Voucher accrual processing: if PV is for the current FY, circle Total dollar amount and write 'JUNE' underneath it.

June 26, 2009 (Friday)

- Final day for PSC to receive vendor information in order to set up new vendors in FY09.

June 30, 2009 (Tuesday)

- All checks on hand in your department must be mailed by midnight.
- Final day to physically receive all goods and services in order for them to be accounted for in FY09.
- Final deadline is 12:00 noon for requests to PSC to cancel AP checks in FY09.

NAEP: You Can Benefit

We recognize that for many department staff, procurement – both purchasing and payables functions – is a large portion of your job. You will be interested to learn that the University has an institutional membership with the National Association of Educational Procurement (NAEP). This means that you, too, can enjoy the benefits that derive from this active organization...benefits like NAEP web site access; monthly e-newsletter; quarterly publications; listservs; job description library; professional development opportunities (procurement academies, webinars, etc.); and, meetings and vendor exhibitions. (Note: next year's annual meeting will be hosted by the University of Colorado and will be held in Denver!)

To learn more about no-cost departmental membership, please contact MaryAnn.Diaz@cu.edu at 303.315.2781.

Small Business Corner: Vendor Orientation

Have you ever worked with a vendor who needed more information about procurement at CU? Do vendors sometimes call you with questions you can't always answer?

An excellent resource for both scenarios is the PSC's [Welcome Vendors web page](#). By directing vendors here, you know that they will find general information about procurement at the University of Colorado, as well as how to register for Vendor Orientations. The latter are short presentations held at the PSC each month and open to any vendor who would like to know more about CU.

At orientation, vendors learn about how to do business with the University and the PSC and interact with PSC purchasing agents. Registration is required for the free orientation. Contact Amber.Williams@cu.edu for more information.

New Requirements for Travelers

What's in a name? Everything, according to the Transportation Security Administration (TSA) who recently changed identification procedures for airline travelers. The new Secure Flight requirements are as follows:

For domestic flights

As of **May 15, 2009**, domestic aircraft operators must collect the traveler's **full name**. As of **August 15, 2009**, the traveler's **gender** and **date of birth** must also be obtained.

For international flights

As of **October 31, 2009**, the traveler's **full name, gender, and date of birth** will be required.

In the near future, small differences between the passenger's ID and the passenger's reservation should not cause problems. Over time, however, the name on a traveler's ID must match that on the travel documents. Travelers whose reservations do not contain full information will not be permitted to check in online or at airport kiosks, but must instead stand in line to see a ticket agent. Additional airport security screening and/or denied boarding may result. **Questions?** Contact your travel agent or the [TSA web site](#).

Do you need an SPO Adjustment?

Purchasing agents often receive emails asking for SPO changes that departments can accomplish themselves. Note: who updates an SPO depends on what needs to be done...

Update Authorized Persons to use the SPO

If you are the authorized individual whose name appears in print on the SPO: write the names of the additional persons and that you want them to be able to order directly from the vendor, on a print-out of the SPO. Fax/send this to the vendor.

Update SpeedType, Account, Encumbrance Distribution... or Close SPO and Clear the Encumbrance

Use SPO Adjustment in the Finance System. (Remember: you can't close an SPO until after its End Date.)

Change Total Amount or Begin/End Dates

Email the appropriate purchasing agent with the request.

Renew an expiring SPO

Create an SPO Requisition for renewal in the Finance System.

Want help? Contact FinProHelp@cu.edu at 303.837.2161 or check out www.cu.edu/psc/help/finance_procurement.html.

SPO Encumbrance Display Revised

SPO Reqs and SPOs now display Encumbered Amt, Amount that will be added to Encumbrance Next FY, and Amount to be Added to Encumbrance in Future Years. (This removes the separate display for Amount to be Added Next FY + 1.)