

June 26, 2009

## Procurement Cards: Knowing Your Limits

Earlier this year (as discussed in the [March 23 issue of the PSC Communicator](#)), we announced that the small dollar purchasing limit was increasing from \$4,500 to \$5,000. Affecting both Procurement Card and Department Purchase Order (DPO) maximum amounts, the change took effect on April 1, 2009.

Since then, the Finance & Procurement Help Desk has received a number of questions regarding transaction limits on individual Procurement Cards. So please note: As we indicated earlier, card limits will not be adjusted automatically. If you wish to take advantage of the higher per-transaction amount, please submit the Procurement Card Change (CC) form to the PSC. The CC form is available on the [PSC Forms page](#).

Additional questions? Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) or 303.837.2161.

## Sustainability Tips: Green Washing

This month's sustainability tip focuses on green washing – the practice by some companies to assign green attributes to their products...even though the green claims have not been verified and the products are not in fact certified.

So how do you know that you're really buying the right stuff? The best way to ensure that products are truly green is to check their third-party certifications. Among the legitimate certification programs are:



Energy Star - a program that certifies energy efficient products in over 50 categories.



Green Seal - certification in eight categories including chemicals, office products, and construction materials.



Ecologo - founded in 1988 by the Canadian Government, it has set standards in 120 categories and certified over 7,000 products.



Green Guard - an American National Standards Institute (ANSI) authorized developer of standards that offers certification in Building Construction, Indoor Air Quality, and Children & Schools.

Do you have questions on sustainable purchasing? Contact PSC Sustainability Officer [Jeff.Darling@colorado.edu](mailto:Jeff.Darling@colorado.edu) for answers.

## Fiscal Year End Activity Deadlines

### June 30, 2009 (Tues)

- 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.

### July 1, 2009 (Wed)

- Backdate online transactions to 6/30/09 if those transactions need to be recorded in FY09. This includes online receiving if the goods or services were received on or before 6/30/09, and marking invoices "June business" if the invoiced items were received in June.

## You Asked For It: Previewing July 1 Changes

In a [previous issue of the PSC Communicator](#) we described our new semiannual approach to policy, procedure, and form development – and identified July 1, 2009 as the first effective revision date in that new update cycle. Now you can preview planned changes yourself, by checking out the [new PSC Procedural Statement \(PPS\) webpage](#) and the [Procurement Forms webpage](#).

## PSC Staff News

### Congratulations are in order:

- Sandy Hicks, CPPB, has been elected Senior Vice President of the National Association of Educational Procurement (NAEP) National Board. She will take the helm as President of the organization in 2010.
- Charlene Lydick, C.P.M., is the new First Vice President of the NAEP Rocky Mountain Region.

Sandy has headed the Procurement Service Center (PSC) as Assistant Vice President & Chief Procurement Officer since 2007. Charlene serves as the PSC's Associate Director of Procurement.

With over 4,000 members from 1,500 institutions, NAEP is highly influential in the world of higher ed procurement. We commend Sandy and Charlene on their professional and personal accomplishment...and wish them luck as they plan the program for the next NAEP annual event. (The 2010 meeting will be held in Denver next spring!)

**Supplier Showcases Coming Soon!**

Don't forget to save the date for the upcoming Supplier Showcases. Dates available in the [April 29 Issue of the PSC Communicator](#).