

July 17, 2009

## Expense System Update: Implementation Being Scheduled in Phases

The University's new Expense System will soon offer a single online source for creating travel authorization requests and requests for trip cash advances, submitting employee reimbursement requests, reallocating Procurement Card transactions, and preparing Procurement Card monthly statements. In other words, it will replace the Travel Authorization Program (TAP), Travel Vouchers and Payment Vouchers for employees, and the ACARD System.

The system is being implemented in stages, beginning last April with several UC Denver and CU System organizational units located in Denver...and continuing with select Boulder departments and the Colorado Springs campus later this summer and early fall.

Information about the Expense System is available at the [Expense System micro-site](#), including the [implementation schedule](#) and a list of [Expense System liaisons](#).

## Small Business Corner: Help for CU W-9 & Vendor Authorization Form

Anyone who has ever worked with suppliers struggling to complete the Business Classification section of the University's customized W-9 form knows that it can be confusing for all involved. As a small example:

- What's a small business as opposed to a large business?
- What criteria does the vendor have to meet in order to be designated as a HUBZone small business?

The questions are many. It's critical to the University that we have the right answers to them. When we are asked by federal and state entities, or by university administration, for data on our supplier base, we use the W-9s as the primary information source to answer these requests.

Size standards vary by industry and are based either on revenue or number of employees. Fortunately, now there's help: Suppliers who are confused about the Business Classification section of the form should be referred to our Small Business Liaison Officer [Amber.Williams@cu.edu](mailto:Amber.Williams@cu.edu) at 303-315-6356.

## Paper Price Decrease

First – a reminder: The University Price Agreement for office supplies is **mandatory**. This price agreement is with Corporate Express (a Staples company).

Second – the new (and good) news: **The price of paper has gone down!** Thanks to increased market competition, the price of paper on the Staples Office Supply Contract has decreased.

The new pricing took effect on July 1, 2009. For the most commonly purchased paper items, new prices are as follow:

- CEB8511 / STP135855 = \$2.86/ream
- CEB8511RCY / STP492071 = \$3.14/ream
- CEB8511RCY100 / STP620016 = \$3.65/ream

**Questions?** Contact [Jeannie.Sobotka@cu.edu](mailto:Jeannie.Sobotka@cu.edu) at 303.315.2791.

## DPO Change Order Instructions

In response to your requests, we've published a series of instructions on how to change Department Purchase Orders (DPOs). Check out our [Procurement Learning Resources](#). You'll find videos and printable step-by-step guides on the following topics:

- Add item to order;
- Update dollar amount of item;
- Cancel item from order;
- Update accounting distribution;
- Update description of item;
- Update quantity of item; or,
- How to change all of the above if the PO status is Pend Appr

## Reviewing July 1 Changes, Previewing Others

Last month, we introduced a collection of online resources to help departments track recent changes (e.g., those effective on July 1 of this year), as well as changes planned for our next semiannual update cycle (the next six-month cycle concludes January 1, 2010). We're pleased to hear from so many of you that these resources have been helpful.

If you haven't checked them out yet, you can [review recent updates](#) or [preview what's in store](#).