

September 1, 2009

## New Commercial Card Program

As described in the August 17 issue of the PSC Communicator newsletter, we have consolidated the Travel and Procurement Cards into a single, centralized area to better serve our customers. The name for the new unit is the Commercial Card Program. The cards themselves will still be known as the "Travel Card" and the "Procurement Card"...and the uses of these cards will remain unchanged.

**Questions?** Contact [Betty.Heimansohn@cu.edu](mailto:Betty.Heimansohn@cu.edu), Commercial Card Program Manager, at 303.315.2778.

## Welcome, New Expense System

We are currently in the process of implementing the University's new Expense System – a single online system in which to accomplish a number of different processes:

- create travel authorization requests;
- create requests for cash advances for trips;
- request reimbursement for employee business travel;
- request reimbursement for non-travel goods purchased by employees;
- reallocate Procurement Card transactions; and,
- prepare Procurement Card monthly statements.

In other words, the new system will replace the Travel Authorization Program (TAP), employee Travel Vouchers, employee Payment Vouchers, and the ACARD System.

The Expense System is being implemented in stages, beginning last April with several UC Denver and CU System organizational units...and continuing in August with several large Boulder departments. The entire Colorado Springs campus will come on board during the month of September, and the Schools of Pharmacy and Dentistry are slated for October. If you are wondering where your department fits in the schedule, see the [rollout schedule](#).

To learn more about it, visit the [Expense System microsite](#).

## Help Desk works with SupportWorks

You've been calling the FinPro Help Desk for years – and now they're asking you how to spell your name?

Don't be surprised if your Help Desk Consultant asks you for your Employee ID # -- or for the correct spelling of your last name. The Finance & Procurement Help Desk is now using the SupportWorks tool to record and track questions. In order to enter your call in SupportWorks, they need to be able to find you in the system...Searching for you by your Empl ID is the fastest way to do this.

## Sustainability Tips: Green Furniture

Did you know that Colorado Correctional Industries (CCI) has made a commitment to selling sustainable furnishings? Many of CCI's manufacturing partners (listed below) have developed green policies and have third-party certifications:

### AIS

**AIS** produces the GREENGUARD-certified Matrix system of office furniture, which qualifies for points toward the LEED for Commercial Interiors rating.

### BOISE CASCADE

**BOISE CASCADE's** Evergreen particleboard uses 100% recycled fiber, procured from Sustainable Forestry Initiative certified sources. It contains no added urea-formaldehyde and it supports five LEED Credits.

### DIRTT

**DIRTT** is the only North American manufacturer to use all water-based stains/lacquers and the Giardina wood finishing line. Their wood is FSC Certified, and they have several products that can be applied to LEED credits for low-emitting materials.

### FORMICA

**FORMICA** participates in the GREENGUARD and LEED programs and supports the Sustainable Forestry Initiative.

### HON

**HON** has had programs to conserve raw materials and reduce waste since 1947, and they participate in the LEED program. In 2006, they were the world's first office furniture manufacturer to have products certified under the Indoor Advantage air quality program run by Scientific Certification Systems.

### Inscape

**Inscape** creates office solutions that help obtain LEED points and produces GREENGUARD-certified systems. Their green commitment also applies to the design of their manufacturing facilities.

### KI

**KI** is focused on obtaining GREENGUARD certification for all of its products.

### Wilsonart

**Wilsonart** is working to provide low-emitting products that protect the indoor environment. Both their solid surface laminates and their PVA-based and water-based adhesives have achieved GREENGUARD certification.

For more information on CCI's sustainable furniture, see [www.coloradoci.com](http://www.coloradoci.com).

**Register for Supplier Showcases**  
See the [PSC web site](#) for details and to register.