

October 2, 2009

Supplier Showcases A Big Success

A BIG thank you to everyone who attended the 2009 Fall Supplier Showcases! They were a huge success and, we hope, offered valuable learning opportunities for our campus departments.

For the third consecutive year, the PSC hosted a Showcase on each campus – Boulder, Downtown Denver, Anschutz Medical, and Colorado Springs – throughout the month of September. Well over 1,000 CU faculty and staff attended one of the four Showcases in order to meet their current suppliers face-to-face, be introduced to new suppliers, and learn about the latest products and technologies. On hand to answer questions and share information were staff from the PSC, the Controller's Office, the Policy Office, Internal Audit, and the Sustainability Office. Based on feedback from both suppliers and campus departments, the Showcases were a big hit again this year.

The Showcases had a combined total of 156 vendor spaces – the highest number yet. If you would like to contact any of these suppliers, you can check out the Supplier Directories on the [Supplier Showcase web page](#).

Missed the Showcases? Then mark your calendars now – the Showcases will return next year.

Sustainability Tips: Lighting Conservation

Looking to save energy and reduce your carbon footprint?

Try some of the easy actions outlined below. (We thank the Resource Conservation Group – a division of Facilities Management at the Boulder Campus – for sharing these tips with us.)

- Replace light bulbs with compact fluorescent light bulbs (CFL). CFLs provide amounts of light comparable to standard light bulbs but use 75% less energy and generate less heat. In addition, CFL bulbs last 10-13 times longer!
- In areas that have more than adequate lighting (e.g., in corridors and near windows), turn off every other light...or remove unnecessary bulbs.
- Install task lighting to reduce overhead lighting.
- Turn off room lights if you'll be leaving the room for more than one minute.

Questions? Contact the PSC's Sustainability Officer, Jeff Darling (jeff.darling@colorado.edu).

New Delegate Authorization Form

For those of you already using the University's new Expense System to process your Procurement Card, travel authorization, and employee reimbursement transactions...

Check out the new Delegate Authorization form on the [PSC Forms web site](#). This form is used to authorize the PSC to set up one or more delegates for individual(s) in the Expense System.

What is an Expense System Delegate?

In Expense System terminology...

- A **Prepare Delegate** can create, update, or delete an expense report for another person. That expense report may be a Procurement Card report (monthly statement)... or a travel/non-travel reimbursement for an employee.
- An **Approve Delegate** can approve an expense report on behalf of the actual approver.

Note: you can choose to set up your Prepare Delegates or Approve Delegates online, directly in the Expense System. However:

- You must use the Delegate Authorization (DA) form if you want to authorize Prepare or Approve **Delegates by organizational unit number**.
- You must use the online system if you want to authorize an **Approve Delegate for a temporary period of time**.

Whether using the DA form or the Expense System itself to identify delegates, you can also indicate whether or not the delegates should receive emails about the expense reports. (The delegator may choose not to receive emails, but may want their delegate to receive them.)

Interested in learning more about Delegates in particular...or the new Expense System in general? Check out the Expense System microsite at www.cu.edu/psc/expensesystem.

Expense System: Who's Next?

The month of October introduces many additional groups:

- UCD (AMC) School of Dental Medicine/School of Pharmacy – October 7
- UCB Bursar, Bookstore, Chancellor, Vice Chancellors, Faculty Affairs, Grad School – October 14
- UCB Arts & Sciences Financial Service Centers, Engineering – October 21

Training dates and locations are being finalized now.