

January 29, 2010

Study Subject Payment Form

Does your department pay study participants?

We are developing a new form – the Study Subject Payment, or SSP, that will replace the Payment Voucher form for this particular purpose.

Why a new form? We are responding to issues raised during an audit of sensitive information transmitted from departments to the Procurement Service Center (PSC). While the audit report concluded that good procedures existed to protect individuals participating in confidential (personal health-related information) studies, it noted that these procedures were not always followed. The creation of a separate form to facilitate human subject payments will help ensure that critical procedures are followed.

In addition, we are updating the old Health-Related/Human Subject Research procedures to help you through the process. Our new PPS (PSC Procedural Statement) has been renamed Study Subject Payments, to help ensure the connection between the form and the governing procedures.

The Payment Voucher form and the Payment Voucher Authorization and Use PPS will be modified to remove references to participant studies.

Questions? Contact [\(303.837.2117\)](mailto:Normandy.Roden@cu.edu).

Sustainability Tips: What's that number?

We are often asked about the numbers on plastic bottles and other products. These identify the type of plastic used:

1 = PET (polyethylene terephthalate), seen in polyester clothing and in water bottles.

2 = HDPE (high-density polyethylene), in laundry detergent bottles.

3 = PVC (polyvinyl chloride), in most household sewage pipes.

4 = LDPE (low-density polyethylene), in food storage cartons and laboratory containers.

5 = PP (polypropylene), in plastic tubs for dairy products.

6 = PS/PS-E (polystyrene/expanded polystyrene), in CD and DVD cases.

7 = OTHER (i.e., resins or multi-materials), used for many items, including biodegradables. (We hope to see a unique designation, in future, for clean and safe materials.)

What "numbers" can be recycled?

Some recyclers allow all types of plastic in their bins. Other recyclers do not. It is important to verify what's acceptable before you toss it in the bin.

Questions on sustainable purchasing? Contact the PSC's Sustainability Officer, Jeff.Darling@cu.edu.

March means...PSC Open Houses

Celebrate Procurement Month by signing up for a PSC Open House. Meet the PSC staff, learn about some of our exciting initiatives, and discuss your department's unique procurement needs. [Register now](#) for the session of your choice:

UCB: March 2, 9:00 am - 12 noon, UMC 235

UCD-DDC: March 4, 1:00 - 4:00 pm, 1380 Lawrence St, 8th floor (PSC offices)

UCD-AMC: March 9, 9:00 am - 12 noon, Research Center 2, 2nd floor conference room

UCCS: March 11, 9:30 - 11:30 am, University Center 303

Strategic Sourcing News: Federal Express

In times of tight budgets, our strategic contract with FedEx may be just what you need when it comes to shipping. You have several different next-day, 2-day, and 3-day delivery options. (For example: you can ship a 1-pound package from Denver to Manhattan for \$51.95 if you need it delivered by 8:30 the next morning. However, to have that same package delivered by 10:30 the next morning costs only \$9.78.)

For those of you whose primary shipping needs are within the state: you can ship a 1-pound package overnight (Ground Service) to most places in Colorado...and pay only \$3.55

When you do use FedEx, be sure to gain further efficiencies in time by paying your shipping bills on the FedEx web site (enter your SpeedType in the appropriate box on the air bill or waybill). This process is preferable to using your Procurement Card. Learn how to do this (and view sample freight bills) on [How to Buy Shipping](#).

Questions? Contact Duane.Tucker@cu.edu, 303.315.2150.

Expense System: Submit in Fewer Clicks

We've received many requests to simplify click-heavy procedures in the Expense System. So we're very happy to announce that, effective February 1, you'll see a new Certify/Submit process. You can learn how it works just by submitting your next report. Soon you will see complete instructions on the Learning Resources page.

Want the new postcards for your faculty/staff? Send an email to FinProHelp@cu.edu with your name, department name, campus box, and how many Submit postcards you need.

Expense System (almost) CU-Wide

By March 1, 2010, all of CU will be using the Expense System for travel authorization, employee reimbursement, and Procurement Card processing. The [implementation schedule](#) is online, as well as a [feedback survey](#) where you can tell us how it's working for you.

You may also want to check out this [guide to the most asked-about topics](#).