

February 12, 2010

NAEP Annual Meeting set for Denver

What are you doing March 21-24? You may want to head to downtown Denver for the 89th Annual Meeting & Exposition of the National Association of Educational Procurement (NAEP). This year's theme – appropriate for our Mile-High capital – is “Procurement with Altitude,” and the conference will certainly offer many opportunities for participants to reach new heights in the procurement profession.

CU is the proud host for this major event and the PSC is particularly excited about the quality and breadth of the [program](#).

If the schedule of workshops and presentations looks like a good fit for you or your staff, please contact the PSC (Rosemary.Contreras@cu.edu, 303.315.2781), and we can help set you up with a discounted registration rate.

We look forward to welcoming our colleagues from around the country and around the world – and to seeing many of you there.

NEW - Study Subject Payment Form is Here

If your department pays individuals to participate in studies, please note the following, now in effect:

The new **Study Subject Payment (SSP) Form** is on the [forms page](#). The SSP form is used to pay study participants and replaces the previous use of the Payment Voucher form for this purpose.

You'll also find new procedures – the **Study Subject Payment PPS** – on the [PSC Procedures page](#). The SSP PPS identifies the different ways to pay individuals for participating in confidential and non-confidential studies...so the new PPS replaces both the old Health-Related/Human Subject Research PPS and select portions of the Payment Voucher PPS.

If you conduct confidential studies and typically review your department's financial statements – you'll notice that the Clinical Trials generic vendor is now **Study Subjects**. This change is intended to better express the use of the generic vendor for all confidential studies, including those that are not clinical trials.

Why did we do this? Last year, an audit report expressed concerns that departments were not following our procedures to protect the privacy of confidential study participants. By creating a separate form for all study payments, we can provide detailed instructions on that form to assure proper procedures are followed. The Payment Voucher is used for many different types of payments – making it more difficult to convey such specific instructions.

What if I've already filled out PV forms? Yes, there is a grace period. The PSC will accept Payment Voucher forms to pay study participants through March 31. After this date, study payments requested on PVs will be returned to the department for resubmission on the SSP form.

Questions? Contact Normandy.Roden@cu.edu (303.837.2117.)

No More TAP, Eliminating Some Forms

Effective February 10, the Travel Authorization Program web site has been completely replaced by the new Expense System. All travel authorization (TA) requests are now created in the new system.

Goodbye, as well, to a few old forms. The following are being removed from the [PSC Forms page](#):

- **Reallocator Application** (replaced by the Delegate designation process, which is completed either online or on paper using the Delegate Authorization form)
- **Delegation of Tasks by AO and Department Liaison Designation** (rarely used forms eliminated for streamlining)
- **Unavailable Documentation** (missing receipts for employee reimbursements and Procurement Card reports are documented in the Expense System using the Comments field...for non-employee reimbursements, missing receipts are explained in the Travel Voucher's Explanations/Special Notes field)

More info: see [Changes Due to Expense System Implementation](#).

Expense System Enhancements

- **Link now on my.CU Home Page** - You asked for a link to the Expense System on the home page of the my.CU portal. A link has been added to the list of links in the upper left on that page.
- **Certify-Submit now Improved** - You also asked for a shorter Certify/Submit process. You can now Submit in fewer clicks (see the [Learning Resources page](#)). Want new Submit postcards? You can [print your own Submit postcards](#) directly from the web! Want glossy postcards sent to you? [Order them online](#).
- **Report Header SpeedType Processing** - For expense reports created on or after February 11, the Report Header SpeedType is now offered in the SpeedType box when allocating SpeedTypes on individual lines. You can still change or split this SpeedType on a line-by-line basis, as needed.

Free Fisher Scientific Webinars

The PSC is excited to announce two webinars with Fisher Scientific. Here is your opportunity to learn about the exceptional values on laboratory supplies and equipment through the Fisher contract.

In a mere 45 minutes, while sitting at your own computer, you'll learn about Fisher's Preferred Supplier Status; Overall Value and Cost Reductions; New Lab Start Up Program; Shipping Cost Reductions; and, Supplier Portfolio. The webinars will be held:

- Webinar #1 – Wed, Feb 24, 11:00-11:45 a.m.
- Webinar # 2 – Thurs, Feb 25; 11:00-11:45 a.m.

Representatives from CU and from Fisher Scientific will be available to answer your questions. The webinar is free, but you need to [register online](#) before Monday, Feb 22, at noon.

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

Don't Forget: PSC Open Houses
You can still [sign up for PSC's March Open Houses](#)