



February 26, 2010

PSC Open Houses Start Next Week

Yes, you can still [sign up for one of the PSC's March Open Houses](#). But hurry!

Student Reimbursements: Paper or Expense System?

We've received many questions regarding how to process reimbursements to students and student workers. And now – after hearing your suggestions – the answers are simple...

You can always follow **non-employee** procedures when processing student travel authorizations and reimbursements. This means:

- If a student needs a Travel Authorization (TA) number, you can follow the Expense System's non-employee process (and the TA # will be last name and date of trip, for example, SMITHZ03112010).
- If a student needs to be reimbursed, you can do this with a paper form. (Note: the reimbursement form must identify the payee as a student.)

Or, if the student is also an employee of **your** department, you can follow **employee** procedures. This means:

- If a student-worker needs a Travel Authorization (TA) number, you can follow the Expense System's employee process (and the TA # will be employee ID and date of trip, for example, 12345603112010).
- If a student-worker needs to be reimbursed, you can do this with an expense report in the Expense System.

So you can choose the approach – paper, or Expense System.

One caution: for travel reimbursements that require a TA, you can't change horses (or systems) in mid-stream. Whichever type of TA (non-employee or employee) you create for the trip, you'll need to continue with the reimbursement according to that process (paper or Expense System).

Customer Information Forms – What do you do?

Customer Information forms are basically credit application forms – and they are occasionally submitted to the Finance & Procurement Help Desk because departments believe that they are really W-9 forms.

What do we do with these? Nothing. So please don't send them to us. Instead, simply give the vendor the [PSC's Credit Information letter](#). The letter explains that the University of Colorado, as a state institution, does not complete credit reports or applications.

NAEP Annual Meeting in Denver: March 21-24

Want to be part of the [National Association of Educational Procurement](#)? Contact Rosemary.Contreras@cu.edu (303.315.2781) and ask about a discounted registration rate.

Closing Commercial Cards

There are various reasons that your Travel Card or Procurement Card might be cancelled – and you should know them:

Talking about the Travel Card (US Bank Visa)...

This is a personal liability card, so the issuing bank can initiate cancellation based on its own criteria. Currently, US Bank automatically closes cards after 22 months of inactivity. It may take earlier action to close cards with a history of late payments. If your Travel Card has been auto-closed and you need to use it, email Procurement.Card@cu.edu; we'll request that it be reopened.

US Bank may also put a card on hold if it suspects that the card number was stolen. US Bank will try to contact the cardholder to verify the charges...so be sure they have several contact numbers on file to reach you. New applicants: fill out Alternate Contact Phone # field on the Travel Card Application. Current cardholders: call US Bank directly to convey personal contact information updates.

Procurement Card (JP Morgan Chase MasterCard)...

Unlike the Travel Card, the Procurement Card is not closed after a period of non-use. However, the issuing bank will cancel a card if it believes that the card number was stolen, for example, due to unusual activity on the card. They will also contact the cardholder.

To help combat fraud, the PSC checks on:

- **Inactivity.** We will contact Cardholders and their Approving Officials regarding cards that have not been used for 12 months, to determine if closure or suspension is in order. Cardholders going on leave should submit a Procurement Card Change form to ask that their card be suspended until they return.
- **Credit limits.** The daily transaction limit, the monthly cycle dollar limit, and the per-transaction dollar limit are all intended to help protect the card against unnecessary risk. We check these limits periodically against actual spend to determine if the limits are too high...We'll contact cardholders and approving officials if we have questions. (Note: a great feature of Profile information in the Expense System is that it allows you to see your card limits and billing address. Use a Procurement Card Change form to update your limit if necessary.
- **Terminated Employees.** Turn in a Procurement Card Close form whenever an employee cardholder leaves the University.

Questions? Contact [Betty Heimansohn](#) at 303.315.2778.

Changes Due to Expense System Implementation

Learn about the most significant of these by reading [Changes Due to Expense System Implementation](#).

Expense System Postcards on the Web

Now you can send yourself greetings from the Expense System – by printing your own instructional postcards!

You can [print your own postcard](#) or [order some for your office](#).