

March 12, 2010

New Photocopier Agreements = Big Savings

We're pleased to announce our newest strategic partners – Konica Minolta and Xerox. The two companies were selected to provide photocopiers (copiers) as the result of a rigorous Request for Proposal (RFP) process. The new agreements are expected to save campus departments 30-60% on copier costs. In addition, the ordering process has been streamlined.

Copiers are only the most recent strategic sourcing initiative – joining office products, mailing/shipping services, and scientific supplies. These new agreements will eventually re-place all of the contracts currently used by the University.

Note: If you have a copy machine under the State agreement, your current supplier will continue to invoice you and service your machine until the existing contract expires. At that time, you'll choose a new copier from either Konica Minolta or Xerox.

Campus Copier Product Shows

You're invited...to a Copier Product Show hosted by Konica Minolta and Xerox. The shows – which will be held on all campuses – provide an excellent opportunity to preview popular copier models, learn about new features and copying speeds, see hands-on demonstrations, and get the details on pricing and service levels. This is a great way to meet your sales rep from each supplier and get all your copier questions answered:

- **UCB** – Fri., April 2, 9:00 a.m.-12:00 noon, UMC Room 235
- **UCCS** – Wed., April 7, 9:00 a.m.-12:00 noon, University Center, Rm. 116
- **UCD** – Thu., April 8, 9:00 a.m.-12:00 noon, Anschutz Medical Campus, Research Center 2, 2nd floor Conf. Rm. P15-2100

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

To sign up: www.surveymonkey.com/s/psc2010copiershows.

PSC Staff News

We're happy to announce two additions to the PSC staff:

Penny Davis is a graduate of CU Boulder and a native of New Orleans, where she was the owner/operator of an audiovisual production company. After Hurricane Katrina, Penny moved to Colorado, where she now enjoys skiing...and working in Payables. As an Accounting Technician, Penny is responsible for processing vouchers and invoices.

Rachelle (Shelly) Sutherland, a Colorado native, began as a student worker in the PSC in October 2008 and became a fulltime staff member last month. Shelly is the PSC's Administrative Assistant responsible for running the Front Desk/Reception area, maintaining the schedule of solicitation closings, and functioning as the official witness for public solicitation openings. Shelly continues her studies online, working towards a Masters of Business Administration degree from UC Denver.

Welcome, Penny and Shelly! We're glad you're here.

FY10 Procurement Cutoff Dates

As you begin preparing to close out the current fiscal year, you may need to obtain large-dollar goods or services with this year's money. Here's what you need to do, and when you need to do it, to assure delivery by June 30.

What – Your requisitions must be approved, and all necessary documentation provided to the PSC. Your requisition comments must state that the procurement needs to be received by June 30, 2010.

When – The deadline varies according to the dollar amount of the procurement:

- **Friday, April 30:** Last day to submit PO/SPO Requisitions for purchases requiring **formal bids**. (These are purchases of goods or services in excess of \$150,000.)
- **Friday, May 14:** Last day to submit PO/SPO Requisitions for purchases requiring documented quotes. (These are purchases of goods \$5,000.01-\$150,000 using federal funds or \$10,001-\$150,000 using nonfederal funds; and purchases of services \$5,000.01-\$150,000 using federal funds or \$25,001-\$150,000 using non-federal funds.)
- **Friday, May 28:** Last day to submit any additional PO Requisitions that will use FY10 funds

Questions? Contact the appropriate purchasing agent for the [specific commodity](#).

Expense System News: Form and Procedure Changes

Even if you don't need to use the new forms yet...please check out recent revisions that were prompted by full implementation of the Expense System last month. You can see current versions of all PSC forms at www.cu.edu/psc/forms - but in particular, please note:

- The Payment Voucher is no longer used for reimbursements (unless a reimbursement is associated with Scope of Work-authorized payments to independent contractors).
- The new Non-Employee Reimbursement form replaces the old Travel Voucher. It's only used to reimburse non-employees and students. (All reimbursements to employees and regents are now accomplished using the Expense System.) This form can be used to reimburse personal purchases of both travel and goods.

Expense System Training Set

Need to learn more about the Expense System? [Sign up for a hands-on class](#)...or for one of our short hot topic workshops.

Questions? Contact Heather.Hoyer@cu.edu, 303.837.2130.

PSC Closed at 2:30 on 3/24/10

Our offices will be closed at 2:30 on Wed., March 24, for a staff development event.