

March 26, 2010

Come to a Copier Product Show!

Learn about the copiers and agreements available through our strategic partnerships with Konica Minolta and Xerox.

The PSC is hosting Copier Product Shows in April. You'll benefit from hands-on demos and discussions of new features. You will also get to know your sales reps. The schedule is as follows:

- **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

You can [sign up for a show online](#).

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

March is Procurement Month

Let's take a moment to recognize our procurement professionals for their commitment in seeking goods and services of the highest value to best serve the needs of the University of Colorado.

Your PSC staff provide almost 700 years of combined professional procurement. They include:

Purchasing Agents, who interpret/apply rules and regulations to obtain large-dollar goods and services for CU.

Commercial Card staff, who administer the CU small-dollar departmental direct purchase program, as well as the State Travel Card program at CU.

Contract Services Administrators, who ensure legal sufficiency in contracts for goods and services.

Strategic Sourcing team, who analyze data associated with large-dollar and large-volume procurements in order to achieve better contracts for the university community.

Small Business Program team, who maximize opportunities for small businesses to participate in CU's business.

Sustainability Officer, who educates and advises on ecological principals to achieve green purchasing solutions.

Payables staff, who ensure that invoices from external vendors and Payment Vouchers are processed in a timely manner and that fiscal rules are observed...as well as processing travel-related expenses and verifying that applicable State regulations are followed.

Vendoring staff, who ensure the accurate inclusion of all required vendor information into the vendor database.

Administrative personnel, who answer phones, greet visitors, scan documents, manage mail, and handle a variety of administrative responsibilities to keep the office running smoothly.

Procurement management staff, who interpret University, State and federal rules and regulations; set PSC policy; answer questions; and solve problems.

Strategic Sourcing News: Lower FedEx Pricing

The PSC is pleased to announce that FedEx rates have been reduced by another 6%! This new rate applies to FedEx domestic Express and Ground shipments from 1- 150 lbs., and includes FedEx Express Letters and FedEx Paks.

More good news: All current international rates will remain frozen until August 27, 2011. The [FedEx Service Guide](#) of January 4, 2010 will remain in effect through 8/27/11

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

Expense System News: Non-Employee TAs under New Policy

You asked for it, you got it...a new policy name when creating non-employee Travel Authorizations (TAs) in the Expense System.

We've received a lot of feedback from users who objected to the use of "Procurement Card" as a policy pick when filling out a TA request for a non-employee. Due to certain restrictions of the Expense System, we were unable to create a more logical-looking choice for this process...till now.

Now that we're using the Expense System for Event Card transaction processing/statement preparation, we can modify our new policy name to reference non-employee TAs as well. The new policy – Event Card/Non Employee TA – takes effect soon.

\$500 Official Functions : No Attendee Info

Don't do more work than you need to!

- If your Official Function (OF) transaction is \$500 or less, the Expense System will not require you to enter attendee information. You will see the Attendee block at the bottom of the Expense System "form"...but the absence of the red bar tells you that this information is not required.
- If your OF transaction in the Expense System exceeds \$500, you will need to identify who was there (by name, if 10 or fewer attendees...or by category, if more than 10 attendees).

Expense System Training Continues

We've scheduled a new round of campus-based classroom training sessions on the Expense System. And – in response to your comments – we've created separate classes for Travel, and for Procurement Card. We've also set up a number of short (up to 30 minute) workshops that focus on hot topics, such as Approval Flow, and Per Diems.

To sign up for a class or workshop, go to [the registration page](#).

For questions about Expense System training, contact our Procurement Training and Documentation Specialist, Heather.Hoyer@cu.edu, 303.837.2130.