

April 16, 2010

## PSC Moving to Grant Street

The Procurement Service Center will be relocating from the Lawrence Street Center on the UCD campus to the System offices at 1800 Grant Street, Denver. The move unites our office with key colleagues in the President's Office and Office of University Controller, facilitating communication and reducing facilities use costs.

We expect the move to take place sometime in late summer. Look for updates in future issues of the PSC Communicator.

## Purchasing "Mini" Re-org

In our continuing efforts to improve efficiency, the Purchasing Agent commodity assignments have been slightly modified. To highlight a few of the changes:

- **Darlene Morrow** is now responsible for official function contracts (catering, hotel, conference, etc.) for all campuses.
- **Jeff Lehmann** is handling all IT hardware and software-related procurements.
- **Erin Robb** has taken on a different mix of commodities.

To catch up on all the updated commodities assignments – and the revised PSC org chart – go to [www.cu.edu/psc](http://www.cu.edu/psc).

## PSC Head Elected to National Post

Last month, Assistant Vice President & Chief Procurement Officer **Sandy Hicks** was elected president of the National Association of Educational Procurement (NAEP).

As head of the PSC, Sandy is responsible for directing all phases of purchasing and payables operations for the University of Colorado campuses. As president of NAEP, she will lead the major support organization for procurement professionals in higher education.

Founded in 1921 and based at the University of Maryland-Baltimore County, NAEP is dedicated to professional, community, and collaborative development. More than 4,000 procurement professionals representing 1,400 educational institutions are actively engaged in the association.

## CU Wins Award for Excellence

During its 89th Annual Meeting (held in Denver last month), the National Association of Educational Procurement (NAEP) presented its **2009 Award for Excellence in Procurement** to the University of Colorado. The award recognizes "excellence, professionalism and outstanding contributions by procurement in support of the institution's strategic goals."

Accepting the award on behalf of CU, Sandy Hicks, Assistant Vice President and Chief Procurement Officer, expressed her thanks to NAEP and to the PSC staff for their ongoing efforts and dedication to excellence every day.

## Reminder: No TVs as of May 1

As you know, the Travel Voucher (TV) form was previously used to reimburse employees and non-employees alike for their business trip expenses. However, all employee reimbursements (travel and non-travel) should now be done in the Expense System, and all non-employee reimbursements should now be processed on the Non-Employee Reimbursement, or NR, form.

**Beginning May 1, 2010, paper TVs will no longer be accepted.** After that time, the PSC will return TV forms to the department, with a request to resubmit via the Expense System (for employee reimbursement) or via the NR form (for non-employee reimbursement).

Reminder: The Payment Voucher (PV) form is no longer the correct way to reimburse an individual for personal purchases of goods. PV forms requesting reimbursements will be handled like TV forms, beginning May 1.

## Reminder: No ACARD System as of May 1

Also **beginning May 1, the ACARD System will no longer be accessible.** If you have any unallocated transactions in ACARD, they will auto-feed at this time into the Finance System. Look for them there under Account ChartField 553200 (ACARD System Clearing). Your department will need to do a Journal Entry (JE) in order to update clearing account items to valid Accounts.

Questions? Need assistance to complete your ACARD System processing before the May 1 deadline? Just email [procurement.card@cu.edu](mailto:procurement.card@cu.edu) – or call Betty Heimansohn at 303.315.2778.

## Expense System Training

Expense System **classes** on Travel and Procurement Card have been scheduled on each campus during April, May, and June...along with our new **30-minute workshops** that focus on hot topics in the new system. Current workshops are:

- Approval Workflow (who can approve, factors affecting the approval flow, etc.)
- Per Diems (how itineraries work to calculate per diem reimbursements, how to limit meal and other reimbursements, etc.)
- Additional workshop topics are under development and will be announced later this month and added to the May-June schedules.

Register online at [www.cu.edu/psc/traininghelp/es\\_training.htm](http://www.cu.edu/psc/traininghelp/es_training.htm) or contact Procurement Training & Documentation Specialist [Heather.Hoyer@cu.edu](mailto:Heather.Hoyer@cu.edu), 303.837.2130, with questions.

*You can use CU EthicsLine...*

...to anonymously report violations of law or serious/recurring violations of policy.  
Call 1.800.677.5590 or go online: [www.EthicsPoint.com](http://www.EthicsPoint.com)