



April 30, 2010

## Copier Update

April's Copier Product Shows were a great success. Over 200 attendees viewed many of the machines available under the university-wide strategic contracts with Konica Minolta and Xerox. Following up on these events, here are a few tips to assure best value when ordering your new machine...

- **Get the Right Size:** As part of their commitment to you, Konica Minolta and Xerox will assist in calculating the right size machine for your department's needs. This may help lower your overall monthly costs.
- **Consider Consolidating:** If your department has many copiers, you may want to evaluate the benefits of consolidation. Since all the new machines are fully networkable and include scanning functions as a standard feature, consolidating may prove to be a real budget saver.
- **Cut Down on Paper Use:** The new copiers come with a duplex (two-sided copying) default. So...while networkable scanning functions can help reduce your need to print, printing on both sides means that when you do print, you use less paper.

Excited to learn more about the copier contracts? Check out the [How to Rent Copiers guide](#) on the PSC website or contact [Duane.Tucker@cu.edu](mailto:Duane.Tucker@cu.edu) at 303.315.2150.

## FY10 Procurement Cutoff Reminders

Still need to make large-dollar purchases with FY10 funds? Your Requisitions must be fully approved by the deadlines indicated, and Requisition Comments must state that the item needs to be received by June 30, 2010.

### Friday, April 30

Last day to submit PO/SPO Requisitions for purchases requiring formal bids (purchases in excess of \$150,000).

### Friday, May 14

Last day to submit PO/SPO Requisitions for purchases requiring documented quotes (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.

## May 1st Reminders

No TV forms! (Use Expense System or NR form.)  
No more ACARD System! (Use the Expense System.)

## Expense System Tips from the Help Desk

Friendly reminders based on problems they see every day...

- Pay attention to your delegate dropdown list. Do all TAs as "Me" – do all expense reports as the person requesting reimbursement/person who is the cardholder.
- Know what SpeedType you want to use before you start to create a TA or expense report.
- Create TAs before the traveler goes on the trip.
- Wait 10 days after creating a TA before you do the reimbursement report.
- If the PSC returns a TA for any reason, the TA creator needs to take action. If the TA is re-submitted, the approval clock starts all over (another 10 days).
- Only the creator of a TA can change, delete, or close it.
- Don't close a TA unless the traveler has already been reimbursed!
- If you're the traveler – pay for your own expenses, and let others pay for theirs.
- To run reports on a Mac, use Firefox and run as HTML – then choose PDF (dropdown in right corner) to see all pages of the report, and accept the view as Adobe Acrobat Reader.

## Receipt Review

When does the Expense System say it's OK not to attach a receipt for a transaction? The following situations will not require receipts/other supporting documentation under any Expense System policy – Employee Reimbursement (with or without TA), Procurement Card, or Event Card:

- Mileage Reimbursement for personal vehicles (limited to current mileage rates)
- Lodging-Personal Residence (staying with friends/family, limited to \$25/day)
- Single Items \$25 and under (except rental car gas and official functions)
- Fixed Meals (per diem allowances, except for Group Meals)

**Note:** Although not required by the Expense System, we strongly recommend attaching all receipts, regardless of dollar amount, to your Procurement Card and Event Card expense reports.

## Delegates Can Facilitate Approval Flow

Do your expense reports route to a SpeedType approver? Does a delegate prepare your reports? Good news: your delegate can pre-select the SpeedType approver during expense report preparation (navigate to Details, Select Approval Flow). This allows you to simply review and submit your report when it's ready.