



May 14, 2010

## Strategic Sourcing Updates: Fisher Scientific Announces New Partnerships

Good news! You can now add GE Healthcare and BD items to your Fisher stock orders. That's because Fisher Scientific has recently established new partnerships with these two key vendors:

- GE Healthcare has chosen Fisher as a preferred channel partner. This means that 1,000's of GE items – as well as skilled technical support for them – are now available through Fisher.
- BD and Fisher have entered into an exclusive, strategic partnership to allow Fisher to sell BD research reagents. This means that both academic and biotech research markets will be better served.

Can't wait to learn more about it? See our online guide on [How to Buy Laboratory Equipment, Supplies, & Glassware](#) and contact your Fisher Scientific rep for further information and product offerings.

**Questions?** Contact [Duane.Tucker@cu.edu](mailto:Duane.Tucker@cu.edu), 303.315.2150.

## Changing Shipping Patterns Reduces Costs

Small changes can add up to big savings. A few months ago, we talked to you about our strategic contract with Federal Express and how to leverage their many options to save money in times of tight budgets...

Update: By changing shipping patterns in recent months, departments have seen significant savings on shipments. Approximately 62% of CU's FedEx shipments are now sent using online shipping bills – a 5% increase since last November. Online shipping bills not only save time and labor, they increase address accuracy and thereby eliminate expensive surcharges to correct addresses on handwritten tickets.

Another area showing significant cost reductions is in the choice of services. FedEx Ground and FedEx 2nd Day are less expensive alternatives to Priority and Standard Overnight Service. In the last quarter alone, Overnight shipments have gone down nearly 3%, resulting in 1,000's of dollars in savings. Next time you have a FedEx shipment, ask yourself, "Does it absolutely, positively have to get there overnight?" If it doesn't – go with Ground or 2nd Day service.

For more information on reducing shipping costs, contact [Duane.Tucker@cu.edu](mailto:Duane.Tucker@cu.edu), 303.315.2150.

## FY10 Procurement Cutoff Reminder

**May 14**

Deadline for PO/SPO Reqs for purchases requiring documented quotes (GOODS \$5,000.01-\$150,000 using federal funds or \$10,001- \$150,000 using nonfederal; SERVICES \$5,000.01-\$150,000 using federal funds or \$25,001-\$150,000 using non-federal)

**May 28**

Deadline for any additional PO Reqs that use FY10 funds

## ES News: Non Employee TAs Use New Policy

New Travel Authorization requests (TAs) for non-employees are now created by selecting the Event Card/Non Employee TA policy. (Many users objected to "Procurement Card" as a policy pick when filling out a non-employee TA request...hence the change.)

## Event Card Process Enhancement

Event Card transactions are now processed in the Expense System. This represents a significant business process improvement for Event Card cardholders who, until now, had to submit detailed paper forms for transaction reconciliation. Beginning with the May cycle, all Event Card cardholders will simply submit monthly expense reports with the required receipts attached.

## Travel Tips

Some helpful guidance from the PSC Payables staff who review and process your reimbursement expense reports...

- **Using a Mileage Log?** You do not need to enter individual mileage transactions in an expense report if you are attaching a log. Just enter one line on the report, with the total mileage on it, and reference the log in your comments.
- In your mileage detail, provide **specific** From Location and To Location information. So...a bad example would be From "Boulder" to "Denver." Whereas a good example would be From "Regent Hall, Boulder Campus" to "1800 Grant St."
- **Driving round trip?** Then save yourself time and lines on your expense report...and just list one comprehensive transaction ("From Boulder-ARC to UCCS-Univ Center and back.")
- **Comments are good.** They can provide a lot of clarification.
- **A student's TA and reimbursement must be consistent.** If you created a non-employee TA for the student, use the Non-Employee Reimbursement (NR) form. If you created an employee TA for the student, use an expense report in the Expense System.
- **You submitted a TA and now you want to change it.** If you know of the change within 7 days of submission, forward the TA email to [Travel.Office@cu.edu](mailto:Travel.Office@cu.edu) and ask that the TA be returned to you. If more than 7 days have elapsed, leave the TA as is and explain the changes on the report header of the expense report.
- **If the TA uses Fund 30,** the justification for travel must be directly related to the project stated in the comments field.
- **What's the NR form used for?** The Non-Employee Reimbursement form is used exactly as it's named...to reimburse non-employees for travel and non-travel expenses.
- **What's the PV form used for?** The Payment Voucher form is used to issue refunds to entities and individuals (both employees and non-employees). It's used to make direct payments to external vendors for the items specifically authorized to be paid by PV. (It is not used to issue any reimbursements to anyone.)
- **So how do you reimburse an employee these days?** Use the Expense System.