



July 2, 2010

PSC Moving to Grant Street

On Friday, July 30, the Procurement Service Center (PSC) will be moving from the Lawrence Street Center to 1800 Grant Street, Denver.

Our office will be closed on the day of the actual move. However, we'll be open, from our new location, for business as usual on Monday, August 2.

Note: The FinPro Help Desk will be open normal hours during the PSC move.

Fax Cover Sheets Available

If you frequently have small receipts to attach to expense reports, you can facilitate the fax process by using plastic-film cover sheets.

The plastic film is attached to a piece of paper at one end. Lift the film and lay out your small receipts on the paper backing. Smooth the film over the receipts, and run the whole sheet through your fax machine.

The PSC currently has many boxes of these cover sheets and we'd love to distribute them before our move to Grant Street later this summer. To get a free supply for your department, contact Shelly Sutherland at 303.315.2790.

Strategic Sourcing Update: FedEx Rate Increases

Effective July 15, prices for FedEx Ground and Home Delivery Services will increase by 4.9%. Prices for Express Services Delivery will go up by 5.9%.

The FedEx rate increase actually began six months ago – in January 2010 – when FedEx instituted general price increases. However, thanks to our contract with FedEx, the University has been able to avoid these price increases for the past six months.

The July rate change offers an excellent opportunity to again consider using FedEx Ground or FedEx Second Day delivery options – as opposed to FedEx Priority Services. Using these less expensive shipping options for non-critical shipments can result in tremendous savings.

Questions? Comments? Contact Duane.Tucker@cu.edu at 303.315.2150.

PSC FYE Date Reminders

Tues, July 6 (5:00 p.m.)

Accrual deadline (for second close) for paper forms (Payment Voucher, Non-Employee Reimbursement), SPO invoices/vouchers, and Expense System expense reports.

Thurs, July 8 (5:00 p.m.)

Accrual deadline for backdated PO Receiving online.

Wed, July 14 (5:00 p.m.)

Accrual deadline (for third/final close) for Expense System expense reports.

For detailed information on the above deadlines – as well as on the various accrual journals and what you'll see on your financial statements – see the [PSC FYE 2010 Information for Departments](#).

Travel Authorization (TA) Tips: Why is a TA request sent back?

The PSC may have identified a problem with the TA request. For example, the TA # may reference a trip start date that does not match the date indicated on the request. Or the TA # may reference an incorrect Employee ID # for the traveler.

Or – the campus sponsored project office may have pointed out that the travel does not fall within the scope of the grant (if using a project SpeedType).

On the other hand – perhaps the requestor asked the PSC to return the TA request. Typically, this is done in order to change the SpeedType before an airline ticket is paid.

How do you find out that a TA has been sent back?

The requestor (creator of the TA) can be notified when TAs are returned by the PSC by ensuring that the **Changes to authorization request status** option is checked in his or her Expense System Profile.

To do this, log in to the Expense System and click Profile. Then click Expense Preferences. On the subsequent screen, check the appropriate checkbox. Don't forget to click Save!

July 1 Alcohol Updates – and the Expense System

As you know, effective July 1, the following changes take place for university alcohol policies, procedures, and forms:

- **Pre-approval** is no longer required. (Previously, pre-approval was needed if the per-person cost of alcoholic beverages would exceed \$25.) Note that individual campus policies may continue to require pre-approval.
- The **Alcohol Purchase and Authorization (APA)** form has been eliminated.
- The **Official Function (OF)** form has accordingly been updated. For OF alcohol transactions that do not involve the Expense System, you will now use the OF form – regardless of the dollar amount of the alcohol. (Otherwise, if no alcohol is purchased, you only need the OF form if food and beverage costs exceed \$85/person or \$500 total.) For OF with alcohol transactions that are processed in the Expense System, continue to complete the details as required in the individual screens, and do not fill out the OF paper form.
- The **Fundraising Authorization (FA)** form has similarly been updated to elicit details on alcohol. Note that for fundraising events with alcohol you will need to complete the FA paper form whether your transaction is processed in the Expense System or not. (That's because the FA form documents approval...whereas approval for alcohol at official function events can be obtained by specialized routing within the Expense System itself.)
- Your campus may have more than one alcohol approver.

Questions on the new business process? Contact Normandy.Roden@cu.edu, 303.837.2117.