

July 16, 2010

## Leadership in Higher Education: PSC Head Authors Key Article

Looking to learn more about principles and practices of procurement? The summer issue of the Educational Procurement Journal – published by the National Association of Educational Procurement (NAEP) – features a cover story by Assistant Vice President/Chief Procurement Officer Sandy Hicks.

Titled *Leadership in Higher Education: Procurement – A Worthy Purpose*, Sandy's article identifies some key leadership skills and presents a practical discussion of how to apply them in daily work life. We'll list the skills here – but you'll need to [read the article](#) to get the practical advice!

Among the leadership skills you'll want to leverage every day:

- Keep Your Finger on the Pulse (Cultivate Your Internal Relationships)
- Include Suppliers in the Mix (Note: you can substitute “customers” for “suppliers”)
- Stay Plugged into Best Practices

## New Copiers offer Reduced Costs and Promote Sustainability

Many departments have already acquired new multifunction devices (aka copiers) using the University's contracts with Konica Minolta or Xerox. If you are currently planning to replace this type of equipment, please consider the financial and environmental advantages of consolidating your desktop laser printers and migrating more of your department's printing activity to your new copier.

Following are a few facts to support the consolidation approach:

- Annual print volumes are increasing by about 11% overall.
- One ton of copy paper (about 200,000 sheets) equals five trees.
- One ton of copy paper requires over 19,000 gallons of water for manufacture.
- Konica Minolta and Xerox copiers print duplex (double-sided) as a default.
- Konica Minolta and Xerox copiers use considerably less toner and electricity per copy than do desktop printers. The copiers are Energy Star rated.
- Konica Minolta and Xerox copiers include maintenance and repair services in the monthly base rate.
- Repair and service costs on desktop printers are incurred when maintenance is required and are not otherwise included in your purchase price.

To learn more about the University's copier contracts, take a look at the [How to Rent Copiers](#) information on the PSC web site.

*PSC Closed - Friday, July 30*

This is the day we move to 1800 Grant St.  
FinProHelp will maintain regular business hours.

## eProcurement: Coming Soon

The PSC has recently contracted with SciQuest to develop an eProcurement system for the University of Colorado. This major initiative promises automation and improvement in processing, as well as cost savings to departments and university administration.

With eProcurement, departments will be able to direct spend to specific preferred suppliers. This will simplify your procurement activities by providing you with a consistent, easy-to-use ordering process. More accurate orders – and faster delivery of goods – are among the many tangible benefits of an eProcurement system.

### But there's more...

With eProcurement, the PSC will be able to establish new supplier contracts that provide better pricing and better terms. Since the system will be tightly integrated with Payables, the entire payment process will be streamlined, enabling us to collect prompt payment discounts.

You can count on us to share regular updates on the progress of the eProcurement project through this newsletter, through our web site, and using other means of communication.

## PSC Staff News

We are delighted to announce that effective September 1, 2010, **Amy Gannon** will become the PSC's new Director of Procurement Systems.

Amy – who is currently Interim Controller and Director of Compliance for the University of Colorado Denver – began her university career in Internal Audit. She has extensive experience with the Finance System, having worked on the Administrative Streamlining Project (ASP) that implemented PeopleSoft in 1999. She is also proficient in the use of several other key university systems (Reporting, Expense, HRMS, etc.) and in the development of tools and reports to facilitate departmental and specialized processes.

Amy's first charge for the PSC will be the new eProcurement initiative. We look forward to her leadership.

Welcome, Amy!

## July Improvements to Procurement Card Forms

We've improved use and efficiency of two Procurement Card forms:

- The revised Cardholder Update–Procurement Card form (previously known as the Procurement Card Change form) now allows you to assign unsubmitted charges from a cancelled card to a different Cardholder.
- The revised AO Application/Update now requires authorization only for new AOs...and the Cardholder name section has been modified to facilitate identification of multiple Cardholders.