

August 10, 2010

## Airgas Price Increase

Due to rising costs, effective September 1, 2010, Airgas will increase its prices (by 5 percent) for all bulk and cylinder industrial, specialty, and medical gases. This applies to the CU Denver and CU Colorado Springs campuses. Delivery charges will also increase (by 4.5 percent) from \$5.50 per delivery to \$5.75. This is the first price increase requested by Airgas since our contract began in August 2008.

**Questions?** Contact [Mary.Martin@cu.edu](mailto:Mary.Martin@cu.edu), or call her at her new phone number, 303.764.3451.

## Handling Travel Card Charges

The PSC Commercial Card Program has received a number of inquiries regarding **personal** Travel Card transactions – and associated requests to hide them (i.e., remove them from view).

The correct way to handle such transactions is as follows:

- Assign the transactions to your next employee reimbursement expense report;
- Mark them as expense type, Personal Travel Expenses;
- Submit your report. (Note: if the expense report totals \$0, then wait until you have additional expenses and submit the report when it totals at least \$5.00.)

In future: don't use your Travel Card for transactions that you won't be submitting for reimbursement.

**Questions?** Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu).

## Colorado Counties Now in Expense System

Have you been looking for Granby or Estes Park in the Concur Expense System? How about Weld County?

You will now find all the Colorado counties and many more Colorado cities available as destinations in the Expense System. A special thanks to OUC Financial Systems staff for taking care of this important data entry project.

Now – for you in the field – be sure to look for the city you're traveling to. If not available, look for the county. If you have questions...call the FinPro Help Desk at 303.837.2161.

## Got Invoices? Use the NEW Payables Address

The Finance & Procurement Help Desk has received a number of questions from departments regarding updated contact information for the PSC Payables unit. Following is the new address information:

1800 Grant Street, Suite 500, Denver, CO 80203  
Campus Box 005 UCA  
Payables Fax 303.764.3434

### Note that:

- Vendors who received payments within the last 2 weeks or so also received notification of the new Payables mailing address in the payment envelopes.
- The new Payables address is now reflected on printouts of Purchase Orders (DPOs, POs, SPOs).
- Campus mail room staff is redirecting mail to the new location.
- Mail sent to the old Lawrence Street address will be forwarded for at least 2 months.
- Campus shuttle service is unaffected by our move.

Payables Director Ashok Sharma and Manager Maria Buerman, along with the entire Payables staff, look forward to serving you from their new location. Their individual contact information is on the [PSC web site](#) - and for the next 3 months you'll hear their new phone numbers if you call the old ones.

## Sign up for a Supplier Showcase

Supplier Showcases are a great way to learn about CU suppliers and their products and services. [Register now](#) for the showcase of your choice:

- Thurs., Sept. 9: UCD-Anschutz Medical Campus
- Wed., Sept. 15: University of Colorado at Boulder
- Tues., Sept. 21: University of Colorado at Colorado Springs

## Fax Cover Sheets Still Available

The PSC still has a number of boxes of these...particularly useful for faxing or scanning Expense System receipts. Ask for some from [Rachelle.Sutherland@cu.edu](mailto:Rachelle.Sutherland@cu.edu).