



October 29, 2010

NEW Procurement Cards: Getting Ready to Change

We've received many questions from departments regarding the new Procurement Card contract. As mentioned in the [last PSC newsletter](#), we are moving from the State contract with JPMorganChase to a University-specific contract with US Bank. No matter the expiration date on your Procurement Card – your card is only valid through November 30. Your new card will be valid for use as of December 1.

As you get ready for the change in contract, please note:

- Your new Procurement Card will be sent out next week. You should have it in hand by mid-November.
- You will know your new card number when you receive your card. Since the card-issuing bank is changing, all card numbers are changing. We encourage you to make a list, now, of any vendors who will need to be informed of your new card number for auto-billing purposes (e.g., copier rental). As soon as you receive your new card, let them know the number.

Questions? Contact procurement.card@cu.edu.

OLD Procurement Cards: Charges after Nov. 30

One of the questions we've received regarding the change in the Procurement Card contract is:

What if I order something before December 1 but the vendor doesn't submit the charge until after Dec. 1?

Although your JPMorganChase card will be closed on December 1, the merchant can still charge that card if they received an authorization from the bank at the time of purchase (before December 1).

In order to facilitate this type of transaction – and to enable credits to be processed – we will have a file feed running from JPMorganChase to the Expense System for several months after the change in contract. So – you won't be able to use your old card for new purchases, but you will be able to allocate old card charges in the Expense System if they arrive after December 1.

More questions? Contact procurement.card@cu.edu.

Expense System Data: Keep it Clean

A recent scan of the Expense System revealed hundreds of old expense reports (including reports created in the last fiscal year) that had not been submitted. So please:

- If you have prepared expense reports that should be processed, please submit them in a timely manner.
- If your old reports should not be processed, delete them.

Need help with submitting or deleting? Call the Finance & Procurement Help Desk at 303.837.2161.

Green Writing

You don't have to use green ink to write green.

Staples and Pilot Pens have introduced a great new product called the B2P – “Bottle to Pen.” This is the world's first pen made from post-consumer recycled water bottles and it saves literally thousands of plastic water bottles from ending up in landfills or washing out into the ocean.

In addition to having a smart body, the B2P pen offers a gel roller cartridge, thereby ensuring the smoothest of writing experiences. (And yes – it's refillable.)

The pens cost \$23.68/dozen. Refills are \$0.79 for a pack of 2.

To order pens:

PIL31600	Gel RT Black, Fine Point
PIL31601	Gel RT Blue, Fine Point
PIL31602	Gel RT Red, Fine Point

To order refills:

PIL77240	G2 Black refill
PIL77241	G2 Blue refill
PIL77242	G2 Red refill

Flowers & Officer Approval

One of the benefits of the Expense System is that it helps us comply with certain university policies and procedures.

A case in point is the purchase of flowers:

- If purchased for decorative purposes, associated with an official function, flowers require the usual department approval. (In the Expense System, select expense type “Non-Food for Official Functions”.)
- If purchased to express esteem or condolences in response to specific personal situations, flowers require additional approval by the appropriate officer. (In the Expense System, select expense type “For Employee-Flowers, etc.” or “For Student-Flowers, etc.”) The Expense System will automatically add the officer to the approval flow.

The [PPS Sensitive Expenses](#) outlines what is allowable and when officer approval is required

Need a Fax Machine?

The PSC has two used, high-volume facsimile machines available. The machine models are a Canon Laser Class 710 and a Canon Laser Class 730i. Both of the machines have the following features: 600 sheet holding capacity, legal and letter size paper feeds, convenience copying and 19 page-per-minute fax printing. Contact [Shelly Sutherland](#) at 303.764.3400 for more information.