



November 12, 2010

About Your New Procurement Card

The new US Bank-issued Procurement Cards have already been mailed to the campus work addresses on file.

- Your new card has a new card #. Let vendors know the new # if they autobill you for services or products.
- Your new card has a new tax ID # on it. This is a uniform State tax exempt # as opposed to the campus-specific tax exempt # you used to see. We've added the State certificate to the [PSC web site](#).
- To activate your new card: remember that we don't use Social Security Numbers for Procurement Cards. So, when prompted to enter the last 4 digits of your SSN, just enter the last 4 digits of your Employee ID #.
- Your new card has \$1 transaction limits...until it is valid for use on December 1. So, use your old card through November 30. Then cut the old card up. (Accidentally cut up your new card? Don't worry, just tell us and we'll get it replaced ASAP.)
- If you haven't received your new card by November 16, email procurement.card@cu.edu on that day (or as soon as possible afterward).
- We are no longer ordering cards from JPMorganChase. (If there is an unusual need for a Chase card – e.g., lost/stolen cards for people with high usage – we can evaluate the situation on a case-by-case basis.)

Questions? Contact procurement.card@cu.edu.

New Procurement Card Application Form

We've recently revised the [Cardholder Application-Procurement Card form](#). You'll see that there's a new name for the set-limit purchasing card: previously known as the Declining Balance card, this is now called the Managed Spend card. Additionally, our new University contract with US Bank enables us to move away from 2 requirements of the old State contract:

- No more daily limits on the number of card transactions. This limit is problematic to track and does not enhance the security of the card. (In fact, it is typically cited as an inconvenience to the Cardholder.) We're removing this limit from existing cards, as well.
- No more passwords. Since password is typically mother's maiden name or other personal information, we are very pleased to be able to remove this requirement. We're removing password from existing cards, as well.

The result is a simpler, more personally secure card application and card. If you have questions, email procurement.card@cu.edu.

FinPro Business Services Survey

We're conducting a short survey on communications, training, and documentation.
[Tell us what you think!](#)

eProcurement Update: Vendor Data Collection

We're pleased to announce a major phase in preparation for eProcurement: vendor data clean-up.

This week, the PSC sent letters to 10,000 current CU vendors, asking them to complete an online vendor data form. The information requested on this form is essential in order to conduct purchasing and payment operations under the new eProcurement solution.

Updates being requested include: ordering addresses (also known as fulfillment addresses), preferred method of purchase order dispatch (fax or email), remitting addresses, and payment terms and discounts.

Vendors need to reply by mid-December in order to ensure business can be conducted in the new eProcurement solution.

Note: We are also making some slight modifications to the CU W-9 and Vendor Authorization form on the PSC web site. These modifications ask new vendors to provide similar data.

Old Expense Reports Lying Around?

There are hundreds of unsubmitted old (including Fiscal Year 2010) expense reports in the Expense System. If you have one that should be processed, please finalize and submit it. If you have one that should not be processed, delete it.

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

Parking and the Procurement Card

As a general rule, you do not use the Procurement Card to cover travel expenses. There are, however, a few exceptions, including some exceptions that relate to parking.

So, for example, you can use your Procurement Card to purchase:

- parking for individual non-employees;
- parking for groups of employees/non-employees; and,
- pre-paid parking or meter keys from the University for use by employees/non-employees (including purchase of CU parking permits for use by employees who need to work at campus locations other than their primary work location).

Event Card Application Now Online

An improved Cardholder Application-Event Card form is now on the [PSC Forms page](#). (For information on Event Card use and restrictions, see the [Travel Card Handbook](#).)