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PSC COMMUNICATOR

News from the Procurement Service Center

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Sustainability Tips: Sustainability at CU and the PSC

Did you know the PSC has a Sustainability Council?

Established in 2008, the Council develops methods to implement the goals and initiatives of the Sustainable Purchasing Program for the benefit of the University. The Council is composed of representatives from each campus. Council members are:

Sandy Hicks, Charlene Lydick, and Jeff Darling (from the PSC); Teresa Osborne (from the Budget Office); Dave Newport and Moe Tabrizi (from UCB); Linda Kogan (from UCCS); Jarrett Smith (from UCD).

Want to learn more about sustainability? Check out your campus sustainability website, or contact your campus sustainability office, using the contact information below:

PSC

Jeff Darling, Sr. Purchasing Agent/Sustainability Officer

- Jeff.Darling@colorado.edu - 303.492.4302
- Sustainable Purchasing Website

CU Boulder

Dave Newport, Director of the Environmental Center

- Dave.Newport@colorado.edu - 303.492.8308
- Environmental Center Website

Moe Tabrizi, Assistant Director of Facilities & Energy Conservation Officer

- Moe.Tabrizi@colorado.edu - 303.492.1425
- Campus Resource Conservation Website

UCCS

Linda Kogan, Director of Sustainability

- LKogan@uccs.edu - 719.255.3757
- Office of Sustainability

UC Denver

Jarrett Smith, Sustainability Officer

- Jarrett.Smith@ucdenver.edu 303.724.1848
- Facilities Management Sustainability Website

CU EthicsLine Reminder

Remember that the CU EthicsLine is available as a way to anonymously report violations of law and serious or recurring violations of policy. Call 1.800.677.5590 or go to www.EthicsPoint.com.

Procurement Card Cardholders: Do You Have Your New Procurement Card?

If you're a current Procurement Card Cardholder, you should have already received your new US Bank-issued purchasing card according to the terms of the University's new contract.

If you **HAVE** received your new card, please note:

- You can activate your card at any time. Use the last 4 digits of your Employee ID # (not your Social Security #) to activate it.
- You can start using your new card on December 1.

If you **HAVE NOT** received your new Procurement Card, then:

- Email your name and your work address to procurement.card@cu.edu. We'll work with US Bank to get your new card to you as quickly as possible.

Questions? Contact procurement.card@cu.edu.

Expense System: A New Look

Effective November 30, you will see a new look to the Expense System. Concur, our Expense System vendor, has updated the interface to improve usability and enhance the user experience. In addition to a change in colors and fonts, you'll notice that some screen elements have changed. To learn more about these improvements, see our new guide to Changes to the Expense System. Or simply log in to the Expense System and check it out.

Also effective November 30, you will see some changes to our Expense System learning resources. The new documentation utilizes a different program in order to improve user comprehension and retention. Our demonstrations, or 'Watch Demos' – previously known as 'See Its' – are now Flash based and will work on both Mac and Windows computers. The new demos will load more quickly and will provide better screen images, and require less scrolling, than in the past. Visit our Expense System Learning Resources to try a new demo today and see for yourself.

Note

Do you also use our learning resources for the Finance System, Reporting System, or other applications? We'll be making similar updates to those instructions in future.