

August 19, 2011

Got New Travel Card?

Earlier this week, we emailed all State of Colorado (personal liability) Travel Card cardholders to announce the planned replacement of that card with the new CU (corporate liability) Travel Card.

Regardless of the expiration date on any individual card, all old Travel Cards will be cancelled late in the Fall 2011. (A final date has not yet been set.) We are therefore encouraging current cardholders who have travel plans within the next few months to apply for the new CU Travel Card as soon as possible.

To ensure a smooth transition for travelers and prevent disruption to University trips, the PSC Commercial Card Office will not close an old card until either (1) the new card has been activated, or (2) the cardholder asks that the old card be closed.

If you have an old card – and don't think you need the new one, simply email the name of the Cardholder to procurement.card@cu.edu and request that the card be closed. **Note:** Please do not include the card number in your email.

If you know you'll need a travel card in the future, please submit the Cardholder Application – Travel Card as soon as possible. The application form is available on the [PSC Forms webpage](#).

Town Hall Meetings Focus on the Marketplace

You can still find a spot in one of our Town Hall sessions. These meetings focus on reporting information and other topics. Town Halls are available on all campuses. [Register online through the PSC website](#).

New Requester Classes Available

We've recently scheduled some additional in-person Requester Classes at all campuses. (Shopper and Approver courses are available online through SkillSoft.)

If you need requester training, please [sign up](#) soon.

PSC Reorg

Effective September 1, the PSC org chart will look a little different as we merge and streamline along new lines.

In her new role as Commercial Card and travel Manager, **Betty Heimansohn** assumes administrative oversight of both the Concur Travel & Expense System and the University's travel program. **Buffie Garrier** joins that team with her extensive travel program management experience.

Our specialists in strategic sourcing and management – **Michael Fox** and **Duane Tucker** – join together to focus renewed emphasis on identifying and developing strategic partnerships with top suppliers for our most frequently purchased commodities.

We look forward to achieving additional operational efficiencies with these changes. The new PSC Org Chart will be available on the web on September 1.

Top Questions on the Marketplace

We continue to note the following areas as generating the most questions for the CU Marketplace:

Access/Roles. If you have access to the Marketplace, you can confirm your role(s) in the new system by looking under Profile-Roles. If you don't yet have access and are unsure of your possible role, follow up with your department.

SHIP TO (campus delivery locations). This critical code translates on the purchase order to a physical address for vendor delivery of items. To look up Ship To codes and set them in your Profile, log in to the Marketplace and look under Profile-Purchasing-Addresses-Ship To. Remember that Ship To codes begin with your campus number (1 = Boulder, 2 = AMC, 3 = Denver, 4 = Colorado Springs, 5 = System). Don't forget to provide room information in the Room/Floor/Suite field: it's required data!

Where are my Vendors? If you can't find a vendor in the Marketplace, we just need a little more information than we needed in the PeopleSoft Finance System. We've recently streamlined this process. Instead of a new CU W-9 form, the new (and very brief) Vendor Update for Marketplace form will suffice. Look for it on the [PSC Forms page](#).

Continue to contact the Finance & Procurement Help Desk with your questions! Contact FinProHelp@cu.edu or 303.837.2161.

Supplier Showcase Reminder
Coming next month! [Sign up now!](#)