

November 21, 2011

Forms...and the Marketplace

Questions about forms and the CU Marketplace? Let's review what's used where...and how.

Forms within the Marketplace

The following online forms reside within the Marketplace:

Payment Voucher - Authorizes payment for invoices when a purchase order or other commitment voucher is not applicable. Limited to specific items listed on the form and in the [PPS Payment Voucher/Authorization](#).

Non-Catalog - Requisitions goods or services that are not available from a punch-out or hosted catalog.

Standing Purchase Order - Requests SPOs with non-catalog vendors when making multiple payments (total > \$5,000) over a period of time.

SPO-Sponsored Project Subcontract - Sets up subcontracts on sponsored projects.

Sole Source Justification - Requisitions goods or services > \$5,000 when only one vendor can provide the items being requested.

Standing Purchase Order-Sole Source Request - Requests SPOs with non-catalog vendors when only one vendor can provide the goods/services being requested and when making multiple payments (total > \$5,000) over a period of time.

After the Fact - Requests payment for invoices > \$5,000 when a PO was not created but was required, see [PPS After-the-Fact Purchases](#).

Forms to attach to the Marketplace

The following forms are completed and printed from the PSC Forms site, signed, and attached to a form or voucher in the Marketplace:

Honorarium (HNR) - Supports payment of an honorarium > \$100 to an associate or other individual, see [APS Honoraria](#). The completed HNR form is attached to the Marketplace Payment Voucher authorizing that payment.

Scope of Work (SOW) - Describes proposed services/compensation of an individual or sole proprietor functioning as an independent contractor. The completed SOW form is attached to the Marketplace Payment Voucher authorizing that payment (or, if > \$5,000, is attached to the Marketplace Non-Catalog form requisitioning that payment).

SPO Invoice Allocation - Requests changes to accounting information on SPO invoices for both Marketplace and PeopleSoft SPOs. For SPO vouchers already in the Marketplace: use the voucher Comment function to attach the completed form and notify the AP Tech. (For invoices not yet entered in the Marketplace – or not yet entered in the Finance System, for a PeopleSoft SPO – email the scanned invoice and form to APIInvoice@cu.edu.)

Official Function (OF) – Authorizes an official function according to the [PPS Official Functions](#). The completed OF form is attached to the Marketplace form associated with that function.

Forms...and the Marketplace (cont'd)

Forms not used with the Marketplace

The following forms are not used in Marketplace processes; they are printed from the PSC Forms site, completed, and submitted directly to PSC Payable Services:

Payment Authorization (PA) - Authorizes payment for invoices when a purchase order or other commitment voucher is not applicable. Limited to specific items listed on the form and in the [PPS Payment Voucher/Authorization](#).

Non-Employee Reimbursement (NR) - Requests reimbursement for non-employees/students for travel and other expenses.

Study Subject Payment (SSP) - Authorizes payments to study participants per the [PPS Study Subject Payments](#).

Countdown Continues for PeopleSoft SPOs



There are now 71 days until January 31, 2012. That means you have 71 days to decide which PeopleSoft SPOs you need to convert (recreate) from the Finance System into the CU Marketplace.

But don't wait that long – make those decisions, and those conversions, now!

Additional Town Hall Scheduled

We scheduled a second meeting on the Boulder Campus:

- Dec 13 -UMC Glenn Miller Ballroom, 1:30-3:30 pm

You can see the all-campus schedule and [sign up for a town hall event](#) on the PSC website.

Among the topics to be discussed are:

- Marketplace (receiving, invoice match exceptions, SPO conversions, change orders for catalog vendors, adding attachments to Payment Vouchers, Payment Vouchers vs. Payment Authorization forms, manual distribution of purchase orders, etc.)
- Concur Travel (the new corporate liability Travel Card, International SOS, etc.)

New Travel Card – Frequently Asked Question

To activate your new corporate liability Travel Card, use the last 4 digits of your Employee ID # (not your SSN, as the phone prompt says).