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PSC COMMUNICATOR

News from the Procurement Service Center

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Contact:Travis.Chillemi@cu.edu

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When to Submit and Approve Procurement Card Reports

Does your department have a set timeline for Procurement Card report submission and approval? As a best practice, the Commercial Card Office suggests that each department have an established time each month for cardholders to submit their Procurement Card expense reports. The time of the month depends on your specific department's processes, but following are some guidelines and points to consider:

- Expense Report transactions from Concur will feed to the PeopleSoft Finance System two (2) business days after the final approval. Until that time, the transactions are not recorded in the Finance System.
- The Commercial Card Office runs a report on the **3rd Monday of each month** for past due transactions. This report shows any cardholder who has transactions that have not been sent to their approver within 60 days of the transaction date. Anyone listed on this report will receive a warning or violation on their Procurement Card.
- There should be no more than one (1) report per month per cardholder.

Questions? Contact the Commercial Card Program at Procurement.Card@cu.edu.

More FAQs from the Town Halls

Last month, we shared CU Marketplace questions and answers from the PSC Town Halls in early December. This month, it's time for questions on the Concur Travel & Expense System.

Is the new Travel Card mandatory?

No – but it's advantageous for the traveler and for CU, because of its ease of use, corporate liability status, and many insurance and other benefits.

Is training required to get the new Travel Card?

Yes, everyone is required to take online training: the Travel and Travel Card course, and the Fiscal Code of Ethics course. (Many employees will already have taken Fiscal Code of Ethics as part of the training requirements for other systems.)

Can I create an expense report before the trip?

Yes. However, you need to wait until the trip is completed before submitting the expense report.

Happy 2012!

The entire staff of the Procurement Service Center wish all of you a Happy New Year!

New Year! New SPO!

Effective January 31, 2012, all PeopleSoft Standing Purchase Orders (SPO)s must be converted to Marketplace SPOs.

If your department has SPOs in the PeopleSoft Finance System that you will need going forward, now is the time to enter requisitions in the Marketplace using either the Standing Purchase Order form or the SPO Sole Source Request form. Start the conversion process now. If you wait until the last week to submit your SPO requisition in the Marketplace, there may be a delay in getting your new SPO because of a large number of last-minute requests.

Questions on how to submit a Marketplace SPO requisition? Contact FinProHelp@cu.edu

General questions on SPOs? Contact Charlene.Lydick@cu.edu

Forms and the Brand

We're pleased to announce that all PSC forms have now been redesigned to present the new University of Colorado CU brand image. We know that many of you have been looking forward to the new look. Enjoy!

Other Forms Updates

Please note the following additional updates to forms that took effect on January 1, 2012:

Delegate Authorization form – revised routing instructions to parallel form submission for the Travel Arranger form. Both forms are now emailed to OUCFinance@cu.edu.

Violation Notification form – removed violation on using the Procurement Card to purchase "services from an individual or sole proprietor/1099-reportable services." The Procurement Card Handbook has also been updated to remove this prohibition.

Miscellaneous forms – updated to reflect more current terminology related to requisitions and routing in the Marketplace.

Questions on filling out a form? The best place to start is the Finance & Procurement Help Desk at 303.836.2161.