

May 4, 2012

## Going to The Hospitality Expo?

If you are responsible for arranging catering, meetings, or official functions, The Hospitality Expo is for you!

This major new event is set for Tues, May 8, from 10:00 AM-1:00 PM, on the Anschutz Medical Campus. Exhibitors include hotels/conference centers, caterers, and event rental/service providers.

To register, visit the PSC website at [www.cu.edu/psc](http://www.cu.edu/psc).

## Adam Rodriguez joins FinPro Help Desk

A warm welcome to Adam Rodriguez, the new Consultant on the Finance & Procurement Help Desk.

Adam has a degree in Applied Technology and Performance Improvement from the University of North Texas, where he worked for a number of years providing support services to students, faculty, staff, and affiliates. Adam has extensive customer service experience and is excited to be able to use his skills to assist the University of Colorado community.

## Stipend Payments Now on PA Form

Since the implementation of the CU Marketplace last August, departments have been using the Payment Voucher (PV) form in the Marketplace to pay stipends. Effective immediately, the Payment Authorization (PA) form should be used instead.

The change in form – from PV to PA – will facilitate payments to students who are also employees, since employee vendors in PeopleSoft are not imported into the Marketplace.

Please note the following procedural and form updates to support this change:

- The [PSC Procedural Statement \(PPS\) Payment Voucher/Authorization](#) now includes Participant Stipends as a payable item on the PA form. Previously, this appeared under the PV section of the PPS.
- The [PA form](#) has been modified so that the dropdown list for Payment Type now includes Participant Stipend as an option.
- The PV form in the Marketplace will soon be changed to NOT include Participant stipends in its “Payment is being authorized for ...” dropdown list.

**Questions?** Contact the Finance & Procurement Help Desk at 303.836.2161 or [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu).

*Need Something by June 30?*

**Fri, May 11:** Last day to submit requisitions for purchases requiring documented quotes

**Fri, May 25:** Last day to submit any additional requisitions that will use FY12 funds

## CCi Contract News

After July 1, Colorado Correctional Industries (CCi) will remain the University’s primary supplier for office, conference room, and reception area furniture. CCi has been designated a University Strategic Supplier. As such, we are nearing completion of a University-specific contract with CCi which includes deeper discounts and defined service level expectations.

### Discounts

Market research shows that current CCi pricing is significantly discounted. In the new contract, CCi will provide an additional 8% discount to CU.

### Delivery

CCi will schedule deliveries 72 hours in advance (24-hour notice if they need to reschedule). They will also provide a 4-hour delivery window.

### Customer Service

CCi will respond to all customer inquiries within 24 hours, provide sales quotes within 5 days, and provide regular status updates on projects.

## PSC Staff News: Kaye Stewart-Hicks

We’re pleased to announce that Kaye Stewart-Hicks has been promoted to the position of Administrative Supervisor at the PSC. Congratulations, Kaye!

## PSC Enjoys Take Your Child to Work Day

PSC staff kids learned a lot about CU System and the academic campuses on April 26—Take Your Child to Work Day. Thanks to all who helped plan activities that morning ... and to all who participated!

