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PSC COMMUNICATOR

News from the Procurement Service Center

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July Semi-Annual Update Cycle: Procurement Changes

There are a few small changes coming your way with the July 2012 semi-annual policy/procedure update cycle:

- Administrative Policy Statement (APS) Honoraria – Rescind APS and roll back (consolidate) into procedures (see PPS Payment Voucher/Authorization, below).
- PSC Procedural Statement (PPS) Payment Voucher/Authorization – Incorporate honorarium processing guidance into the Payment Voucher section of the PPS to parallel the rescission of the Administrative Policy Statement Honoraria. Note: As part of these changes, the definition of an honorarium is modified to allow for prior planning. In other words: there can be an expectation of payment, however, that payment is considered a token payment given the services rendered/individual rendering the services. Dollar thresholds and use of the Honorarium form are unchanged.
- Form Honorarium (HNR form) – Revise to refer to PPS instead of APS and to remove the prohibition against prior planning.
- Form Scope of Work (SOW form) – This form is now the responsibility of the HR offices (and not the PSC) – it will be revised to better identify routing processing.
- PSC forms (in general) – Change old MS Office Excel 2004 format (.xls) to MS Office Excel 2007/2010 readable format (.xlsx). This conversion process was previously on hold, pending analytics to support the transition of the majority of our users to the newer MS Office versions. Old .xls web pages will be redirected to the new ones. (Tip: Always get your forms from the PSC Forms website and you'll always get the most current version of the form!)

Questions? Contact the Finance & Procurement Help Desk at 303-837-2161 or FinProHelp@cu.edu.

Your Phone Number and the Marketplace

Did you know that your campus phone number, as entered in HRMS, is imported into the CU Marketplace? When a catalog vendor delivers your purchase order, the driver may use this number to contact you with delivery questions.

Since campus phone number is not required in HRMS, a number of Marketplace users do not currently have a valid number on file. This can result in delays in some deliveries – a particularly inconvenient issue during fiscal year-end.

Please take a few moments to look at your profile in the Marketplace and verify that an accurate campus phone number is on file. If it is not: contact your Payroll Liaison to get it corrected in the source file (HRMS).

Share the News

Know someone who needs to stay up to date on all things procurement? Tell them about this newsletter!

The subscription process has recently changed: to get on board, email uis@cu.edu and ask to be added to the User Alert list. Or enter a SupportWorks ticket (identify Desktop Support, Email as the categories). You'll be signed up that very day!

Reminder: FYE Processing Deadlines

Keep the following dates in mind as you prepare documents and online reports and requisitions for the PSC. For complete details, see the FY2012 Infosheet on the PSC home page.

Payment Authorization, Study Subject Payment, & Non-Employee Reimbursement Forms; Vendor Invoices

Thu, June 21 (5:00 pm) - Deadline to ensure posting and payment in FY2012.

Mon, July 2 (5:00 pm) - Deadline to ensure accrual.

General notes:

- Forms must be signed and complete, with all required documentation.
- Any invoices entered by the PSC by July 5 will be assumed to be June business.
- Invoices in match exception status or otherwise in process will also be accrued.
- Do not submit forms or invoices for FY2013 business until after July 5.

Payment Vouchers in the Marketplace

Thu, June 21 (5:00 pm) - Deadline to ensure posting and payment in FY2012.

Thu, July 5 (5:00 pm) - Deadline to ensure accrual.

General notes:

- PV must be fully approved by all department/campus approvers.
- Approved PVs will be assumed to be June business.
- Do not submit PVs for FY2013 business until after July 5.

Travel Reconciliation Reports in Concur

Mon, June 25 (5:00 pm)

Deadline to ensure posting and payment in FY2012.

- Expense report must be fully approved by all department/campus approvers.

Mon, July 9 (5:00 pm)

Deadline to ensure accrual.

Procurement Card Reports in Concur

Wed, June 27 (5:00 pm)

Deadline to ensure posting and payment in FY2012.

- Expense report must be fully approved by all department/campus approvers.

Mon, July 9 (5:00 pm)

Deadline to ensure accrual.

Online PO Receiving in the Marketplace

Thu, July 5 (5:00 pm)

Deadline to ensure accrual.

- POs in any dollar amount that show net receiving greater than net invoicing will be accrued.
- Online receiving done by July 5 will be assumed to be June business.