



November 16, 2012

## PSC Staff News

### Ashok Sharma Retires as Payables Director

We want to take this opportunity to thank Ashok Sharma, Director of Payable Services, for his efforts on behalf of CU. Ashok is retiring at the end of this month after almost 24 years of service to the University.

Ashok began his CU career in February 1989 as an Accounting Technician in the Accounts Payable department at the former Health Sciences Center campus. In 1998-99, he was instrumental in testing payables functionality in the new PeopleSoft Finance System, and in 1999, he joined the newly established Procurement Service Center. At the PSC, he has served as Manager of AP Services, and then as Director of the Payable Services department (combining AP and Travel).

### Narindira Sharma Retires from Payables

Congratulations and thank you, also, to Narindira Sharma, who is retiring at the end of November from the PSC Payable Services department.

Narindira began work at the University of Colorado Health Sciences Center in 1992 and has spent the past 20 years in payables at that campus and in System Administration. Her most recent work at the PSC has been as an accountant specializing in complex systems such as FedEx, as well as in stale-dated warrant processing and ghost card reconciliation.

We wish them both well in their new endeavors.

## New Email Approval for CU Marketplace

Good news: Now you can approve or reject requisitions by email! (This includes using email on your smartphone or other mobile device.)

As always, whether you approve a requisition via email or in the Marketplace itself, you must first review the requisition to determine if approval is appropriate. Also note: even after you have initiated your ability to approve requisitions by email, you will still be able to approve reqs directly in the CU Marketplace system.

To initiate email requisition capability, go to CU Marketplace and access your profile by clicking the profile link located in the upper left corner of your screen ... or by using your navigation bar to select more → profile. Click the User Settings tab, User Identification sub-tab. Create and enter your own Email Approval Code. Your code must be at least four characters long and may contain letters, numbers, and special characters. (You will use this code when you perform requisition approvals.) Click Save.

## PSC Wins 2nd Place in CUSP Program

Congratulations to Michael Fox, Will James, Charlene Lydick, and Duane Tucker for being awarded 2nd place in the 2012 CU Shared Practices (CUSP) program. Their submission, "University-Wide Project for Green Cleaning Chemicals," focused on teamwork and collaboration.

A PSC-lead team with representation from all CU campuses used the Request for Proposals (RFP) process to select Staples Advantage as the supplier for Green Seal-certified sustainable cleaning products. Staples personnel worked closely with CU department personnel to coordinate product transition, installation, and training.

As a result of this project, CU extended its sustainability initiatives and is promoting a healthy learning environment. By leveraging the entire University's purchasing power, we anticipate a 23% annual cost reduction compared with similar products previously purchased. An added bonus is that the contract can be shared, allowing other schools and municipalities to take advantage of the sustainability and savings benefits. The [PSC CUSP submission](#) can be viewed online.

CUSP has a best practices emphasis, designed to recognize new ideas and processes with significant and positive impacts on job performance. For more information, see the [CUSP website](#).

## No Encumbrances on Copier Purchase Orders

Effective immediately, Xerox and Konica Minolta purchase orders will remain in the Marketplace and will not be imported into the Finance System.

This means you will no longer see PO encumbrances for the two suppliers on your financial reports. The associated PO invoices, however, will be recorded in both the Marketplace and the Finance System for display on financial reports.

In December, we will remove encumbrances on existing Xerox/Konica Minolta Marketplace POs and send individual emails to those impacted.

**Questions?** Contact your campus controller's office.

## Can't Remember The Email Addresses?

APIvoice and ChangeOrder email addresses are now included on the [PSC Contact page](#).