

January 7, 2013

PSC Town Halls Coming in February

The Procurement Service Center will be reaching out to University departments next month as part of a new round of PSC Town Halls.

The 90-minute sessions will be held on all campuses and will include the following topics:

Strategic Sourcing

- New Temporary Labor Contracts

Travel

- Feedback from Concur Travel & Expense Survey
- Concur Enhancements
- Introduction of TripIt Pro and Concur Mobile

Marketplace Update

- Email approvals
- Invoice Submission
- Catalog Suppliers

Learning Resources Update

- FinPro Help Chat
- Customized Training

Registration is now open!

A link to the registration website is available on the PSC home page at www.cu.edu/psc ... or you can visit www.surveymonkey.com/s/2013PSCTownHall. For your convenience, we've arranged multiple sessions at the larger campuses:

- Feb 15 (1:30-3:00 pm) - System, 1800 Grant St, Room 502
- Feb 19 (1:30-3:00 pm) - Boulder, UMC 235
- Feb 20 (1:30-3:00 pm) - UCCS, UC Theatre 302
- Feb 21 (9:30-11:00 am) - AMC, Ed 2 North P28-1303
- Feb 26 (1:30-3:00 pm) - AMC, Shore Family Forum
- Feb 27 (9:30-11:00 am) - Boulder, UMC 235
- Feb 28 (9:30-11:00 am) - UCD, 1380 Lawrence St, Terrace Room

We look forward to seeing you, talking to you, and hearing from you at a PSC Town Hall, soon.

Policy/Procedure Changes this Month

We have a few changes scheduled to take effect with the current (January 2013) semiannual update cycle. This cycle's policy updates will be published shortly after Jan 17 (as opposed to the usual Jan 1), due to a change in meeting date for the policy review team.

The **Administrative Policy Statement (APS) Propriety of Expenses** will be revised to restore the "Tests of Propriety" to the APS. These 8 questions are a critical guide for determining the appropriateness of using university funds. They had been part of the original 2003 policy statement but were moved into the PSC Procedural Statement Tests of Propriety in 2006. This split is an administrative burden to campus departments as it forces them to search multiple documents in order to determine the appropriateness of an expense. Restoring the questions to the APS makes the policy statement more comprehensive and streamlines department search. (The procedural statement will be eliminated as redundant.)

In addition, the APS will be modified to include a small amount of content from the PSC Procedural Statement Expense Approval Process. Most of that procedural statement duplicates content in this APS and in the Tests of Propriety. (Again, that procedural statement will be eliminated as completely redundant.)

The **APS License and Certification Fees, Memberships, or Dues** is being slightly revised to enhance clarity, currency, and completeness. This includes updates to terminology that is no longer relevant and references to documents that are no longer in existence.

None of the above revisions change any policy, procedural, or form requirements.

Non-Employee Reimbursement (NR) Form Change

Effective Jan 1, the Non-Employee Reimbursement (NR) form applies the new mileage rate to miles driven in the new calendar year. The rate for reimbursable miles driven in a personal vehicle is now \$0.51/mile.

The Concur Expense System also now uses the new rate for reimbursable miles driven as of Jan 1, 2013.