

April 8, 2013

Mary Martin heads Travel & Commercial Card

We are pleased to announce Mary Martin as our new Director of Travel and Commercial Card. Mary replaces Danielle Hinz, who recently left the Procurement Service Center (PSC) to work for the City of Longmont.

Since Mary has been a member of the PSC staff since 2003, her name is familiar to many of our department and supplier customers. Mary specialized in several key commodities – furniture, telecom, medical supplies – during her years as a purchasing agent. In addition, she continued to be responsible for select commodities after being promoted to Manager of Purchasing Services in 2008.

Mary is comfortable with systems work, having been instrumental in the practical implementation of the CU Marketplace for PSC Purchasing. She's looking forward to her new closer relationship with, and responsibility for, the Concur Travel & Expense System, and to leading the Travel and Commercial Card staff.

Congratulations, Mary!

FY13 Procurement Cutoff Dates Reminder

Friday, April 19 is the last day to submit requisitions for purchases requiring FORMAL SOLICITATIONS (purchases for goods or services over \$500,000)

Friday, May 3 is the last day to submit reqs for purchases requiring DOCUMENTED QUOTES (purchases of goods over \$5,000 up to \$500,000 using federal funds, or over \$10,000 up to \$500,000 using nonfederal funds; purchases of services over \$5,000 up to \$500,000 using federal funds, or over \$25,000 up to \$500,000 using non-federal funds).

Friday, May 24 is the last day to submit any additional reqs that will use FY13 funds

Remember:

Your requisitions must be approved, and all necessary documentation must be provided to the PSC, by the above dates. And – you'll need to add comments stating that THE purchase must be received by June 30, 2013.

Questions? Contact the appropriate purchasing agent for the specific commodity.

Have You Signed Up? The Hospitality Expo is Coming

The Expo will feature 29 suppliers from the hospitality industry, including caterers, hotels and conference centers, and event service companies. Complete information, including a list of participating suppliers, is available on the [PSC website](#).

PSC staff will also be available to answer your questions about official functions and related contracts.

If you are responsible for arranging meetings or other functions, or for setting up catered events at CU, the Expo is a great place to learn the basics and sharpen your skills.

We hope to see you next month:

- Thu, May 2 (10:00 a.m. – 1:00 p.m.), at Research Center 2, Trivisible Conference Room (2nd floor).

To register, visit the PSC home page at www.cu.edu/psc.

Commercial Card Year-End Processing

The always-important responsibility of assigning Procurement Card transactions to expense reports (and submitting/approving those reports) becomes even more important as we approach fiscal year-end.

The PSC's Travel & Commercial Card Program suggests that each department establish a monthly deadline for cardholders to submit their Procurement Card expense reports. The time of the month depends on your department's processes, but keep in mind:

- There should be no more than one report per month per cardholder.
- It takes 2 days for fully approved expense report transactions to feed to the PeopleSoft Finance System.
- The Commercial Card staff runs a report on the 3rd Monday of each month to identify past-due transactions (transactions not sent to approver within 60 days of transaction date).

To receive scheduled reports of unsubmitted transactions (on Procurement Cards and/or Travel Cards), email Procurement.Card@cu.edu. Be sure to identify your org number in your email message.