

June 26, 2013

Commercial Card Revamps

Effective June 1, the PSC has redefined select position descriptions and modified staffing to enhance the operations of the Travel and Commercial Card Program. Among the changes:

- Sondra Payne, Commercial Card Program Specialist, heightens her focus on Procurement Card reviews and policy support. She now shares some of her administrative tasks with Susannah (see below).
- Carolyn DeTemple now provides fulltime support for the PSC's Vendor team, handing off card applications to Susannah (below).
- Susannah Hutchison becomes the Commercial Card Program Assistant, with responsibilities for monitoring the inbox for procurement.card emails, processing Procurement Card and Travel Card applications, and related duties.
- Pamela Andrade, Assistant Small Business Liaison Officer, continues to support that program via reporting but otherwise moves to the Admin unit and takes over tasks previously handled by Susannah.

We're happy to be able to deliver even stronger customer service through these organizational changes.

PSC Staff News: New Commodity Managers Know Their Stuff

More streamlining to more effectively serve you! The PSC has recently implemented a long-term goal of establishing liaisons in the complex areas of information technology and facilities.

Welcome to Sean Myers, the PSC's new IT Commodity Manager. Sean previously served as Business Applications Manager in University Information Systems (UIS). His extensive knowledge of IT/computing and his well-known commitment to customer service are key benefits in his new PSC position.

Congratulations to Charlie Geanetta, purchasing agent turned Facilities Commodity Manager. Charlie has played a longtime role in providing purchasing services and leadership for facilities management on all campuses.

Got IT or facilities needs? You can count on Sean and Charlie to help you out in future.

For questions on our new commodity manager focus, please contact PSC Director of Procurement Operations Charlene Lydick at Charlene.Lydick@cu.edu.

Posting and Payment: Getting it Right for Fiscal Year-End

Did you know that the new InfoPacket for departments includes a dedicated guide to **Ensuring Posting/Payment in FY 2013?**

The guide is available both as a printer-friendly PDF and as an easily searchable HTML page available from both the PSC (www.cu.edu/psc) and the Office of University Controller (www.cu.edu/controller).

This week marks your final posting and payment deadlines, including:

5:00 p.m. on Wed, June 26 (TODAY) - deadline for submitting and fully approving all Procurement Card expense reports in Concur.

Note: The deadlines for posting and payment of travel/reimbursement expense reports, Payment Vouchers, and other invoices have passed. You still have time to meet the deadlines for accrual!

Approval Delegation in Concur

Approvers, did you know you can identify an Approve Delegate to approve expense reports on your behalf? To be an Approve Delegate, the individual must already have approval capability. And, in order to approve Procurement Card expense reports, the individual must already be an Approving Official.

You can set an Approve Delegate for a specific time frame or on a permanent basis. Refer to the [Step-by-Step Guide Identifying Delegates](#) for further information.

FinProHelp Chat now Available from Concur

Are you one of the many departments that appreciate the opportunity to engage in live chat with the Finance & Procurement Help Desk consultants?

Good news: you can now launch Chat from the Concur Travel & Expense System home page! Look for the familiar icon in the Company News box.