

March 21, 2014

## Procurement Month Activity Continues

Every year, we celebrate March as Procurement Month. You can join us in this month-long recognition through some of the following activities:

- Check out the Governor's Procurement Month Proclamation on the PSC home page: [www.cu.edu/psc](http://www.cu.edu/psc).
- Learn one way that the PSC is a procurement leader – read the [Feb 21 newsletter](#) article on Supplier Relationship Management.
- Be sure you're up to date on critical issues – read How to Buy instructions for the [commodities](#) you purchase.
- Take advantage of benefits negotiated for you by the PSC: [Go Mobile with Concur](#).
- Thank the procurement staff you work with – at the PSC and in your department – for their efforts to provide purchasing, payable, and travel solutions that are effective and efficient.

Happy Procurement Month!

## Preparing for Fiscal Year End

It may be winter outside, but it's time to begin planning for summer ... and fiscal year end.

As you get ready to close out Fiscal Year 2014, you may need to obtain large-dollar goods or services with this year's money. Here's what you need to do, and when you need to do it, to assure delivery by June 30.

### What?

Your requisitions must be approved, and all necessary documentation provided to the PSC, by the deadline indicated. Requisition comments must state that the procurement needs to be received by June 30, 2014.

### When?

The deadline varies according to the dollar amount of the procurement:

**Fri, Apr 18:** Last day to submit requisitions for purchases requiring formal bids (purchases of goods or services > \$500,000).

**Fri, May 2:** Last day to submit requisitions for purchases requiring documented quotes ( purchases of goods \$5,000.01-\$500,000 using federal funds or \$10,001-\$500,000 using nonfederal funds; and, purchases of services \$5,000.01-\$500,000 using federal funds or \$25,001-\$500,000 using non-federal funds).

**Fri, May 23:** Last day to submit any additional requisitions that will use FY14 funds

### Questions?

Contact the appropriate purchasing agent for the specific commodity.

## PSC Open Houses wrap up for 2014

The 2014 PSC Open Houses are all in the past now.

If you visited with us: thank you!

If you missed us: make a plan to join us next March!

One of the ways we celebrate Procurement Month (March) is by hosting PSC Open Houses on the campuses. The System/Denver event (with 115 attendees) wrapped up the series this week.

Total attendance for all 4 Open Houses this year: a whopping 443! This is highest level of participation since the PSC launched the Open House tradition.

Thank you again, and good job, everyone!

## Approving Official Reminder: AO Role and Responsibilities

If you are an AO (Approving Official), you should have received an email this month reviewing your role and responsibilities.

As an AO, you ensure the integrity of the departmental Procurement Card program. Your responsibilities include:

- Completing required AO training and certification and staying current with procurement card policy.
- Ensuring that required documentation is provided for all transactions.
- Reviewing transactions and documentation to verify that purchases meet the tests of propriety and are not personal purchases (employee fraud); are appropriate for university use and are for valid business purposes; are allowable on the procurement card; are in compliance with procurement card policies; and, are within the terms of the sponsored project (if being paid for by sponsored projects).
- Approving the monthly expense reports submitted to you (expense reports should only be submitted once/month).
- Reporting, and taking appropriate action, if you identify any violations of procurement card policies.
- Notifying procurement card administration if any of your cardholders leave your department.
- Notifying procurement card administration if you leave the department, and providing an AO application form for your cardholders' new AO.

**Remember:** if you have questions regarding the procurement card program, please email [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) or call 303.837.2161.