

April 21, 2014

PSC Snags Model of Efficiency Award

Great news! The PSC recently received a Model of Efficiency award from University Business Magazine for its work on “Rapid Reconciliation of Travel & Procurement Card Expenses.” (See www.universitybusiness.com/moe.)

The award recognizes the significance of our Rocky Mountain institution in eliminating a veritable mountain of paper forms and attachments,

Only a few years ago, CU travel expenses were submitted on paper forms, prone to error and omission, with problems not identified until after department approval and manual submission to the PSC. Procurement Card expenses were handled through a legacy system that was neither user-friendly nor policy-sensitive.

The PSC addressed these challenges in two ways: through the adoption of technology, and through the redesign of business processes. We implemented Concur Travel & Expense ... but not just for reimbursement or expense submission.

Rather, we took the unusual and innovative step of expanding Concur functionality to enable (1) the rapid processing of Procurement Card transactions, and, (2) the stringent application of sensitive expense, official function, receipt, and other PSC policy requirements.

Results have been significant and widespread. This approach has provided not just a single answer to an efficiency problem but rather, a comprehensive solution to the challenges posed by travel and Procurement Card business processes.

Since re-engineering expense reconciliation, the institution has experienced an array of benefits, including:

- Just-in-time department problem-solving (potential issues are identified upon initial system entry as opposed to weeks later during payables review)
- Department education (real-life application of policies)
- Consistency in systems for users of both processes
- Streamlined electronic input, review, and transmission
- Online availability of transactions and documentation
- Less time required for payables to complete reimbursements
- Increased capacity by Procurement Card staff to perform ad hoc audits on Card transactions

Thanks to all of you for helping to make this possible!

Charlene Lydick joins NAEP Board

The PSC is pleased to announce that Charlene Lydick, Director of Procurement Operations, was recently elected to serve on the board of the National Association of Educational Procurement (NAEP). The three-year term begins in May 2014.

NAEP is dedicated to the advancement of excellence in the purchasing profession servicing higher education and associated communities. It does this through continuing education, networking, public information, and advocacy. Charlene will represent NAEP District VI – western United States, including Alaska and Hawaii, and western Canadian provinces).

Need Furniture? CCI FYE Deadlines

Colorado Correctional Industries (CCI) has published deadlines for purchase orders to ensure delivery by June 30, 2014.

Standard products within furniture and seating must be ordered by June 2.

Specialty items have much earlier deadlines.

Furniture should be ordered using the CCI catalog in the CU Marketplace.

Contact your CCI sales rep with questions on furniture, deadlines, or ordering:

Boulder, Downtown Denver, and System:

Dave Daiker (Cell 303.489.1485/Office 303.370.2204,

Email: david.daiker@state.co.us)

Anschutz Medical Campus and UCCS:

Joe Sanchez (Cell 720.209.5962/Office 303.370.2209,

Email: joseph.sanchez@state.co.us)

Fisher Scientific offers New Products

Fisher Scientific, the University's preferred supplier of lab supplies and equipment, is now distributing products from three popular manufacturers:

R&D Systems, a leading supplier of cell biology reagent products

Toctris Bioscience, a provider of high-quality life science biological research products

Boston Biochem, the global leader in producing ubiquitin-related research products

Now you can order from these three manufacturers through the Fisher catalog in the CU Marketplace. This alleviates the need to search for products on external websites and relieves users of the need for non-catalog forms or the use of Procurement Cards.

In addition, ordering these products through the Fisher catalog assures free freight on many standard items and allows you to consolidate your purchasing through a single supplier.

Questions? Contact Duane Tucker at duane.tucker@cu.edu or 303.764.3453.

FYE Procurement Cut-off Dates

Fri, May 2 - last day to submit requisitions for purchases requiring documented quotes

Fri, May 23 - last day to submit any additional requisitions that will use FY2014 funds

PSC Closed: May 2 afternoon

The PSC will close at noon on Fri, May 2, for a staff appreciation event. Normal business hours will resume on Mon, May 5.