

June 20, 2014

PSC Staff News: APIInvoice@cu.edu is a Winner

We're delighted to announce that at the CUSP 2014 Expo event in June, the PSC's electronic invoice initiative was honored with a CU Shared Practices award.

Congratulations to the team responsible for the work and the recognition: Charlene Lydick, Amy Gannon, Kaye Stewart-Hicks, Elizabeth Bentley, Carolyn DeTemple, and Pamela Andrade. You can read the APIInvoice submission on the [CUSP website](#). Better yet: you can [watch the video!](#)

PSC Staff News: NAEP Presentations

The University of Colorado was well represented at the recent NAEP (National Association for Educational Procurement) Annual Meeting and Exposition. The May event, held in Louisville (Kentucky) included three sessions conducted by PSC staff members:

Ethics: Where do you draw the line?

Director of Procurement Operations Charlene Lydick facilitated an interactive and soul-searching session that included numerous higher education-related case studies. Charlene's premise: At first glance, ethical behavior may appear to be straightforward: simply do the right thing. However, the devil is in the details and what may initially appear to be an uncomplicated decision can quickly become an ethical dilemma.

Perspectives on Supplier Relationship Management (SRM)

Assistant Vice President & Chief Procurement Officer Sandy Hicks and Director of Strategic Procurement Duane Tucker partnered with Toby Tobin (Xerox) and Jim Knight (Pathstone Partners) in a panel representing all sides of the SRM equation: University, supplier, and consultant. Topics included business reviews, identifying strategic suppliers, and benefits associated with SRM.

NAEP 2014 Innovators Forum

Sandy Hicks joined NAEP CEO Doreen Murner and Pathstone Partners rep Jim Knight to explore the demands placed on higher education procurement teams. Delivering the big results to presidents and senior administrators requires enhanced skillsets. The forum addressed leading practices in talent acquisition, compensation, organizational design, change management, training, performance management, and evaluation.

CU Marketplace Customer Satisfaction Survey: 10 Minutes Means a Lot

In August 2011, the PSC implemented the CU Marketplace, the University's automated e-procurement and payables system. We'd like you to tell us what you think of the system - so we've developed a survey.

Please take some time to answer the questions at www.surveymonkey.com/s/CUMarketplace. We value your opinions!

Changes Coming July 1: Expenditure Contracts of \$5,000 and less

Effective July 1, all expenditure contracts of \$5,000 and less will once again be routed through the PSC for review and signature. [University Fiscal Procedures](#) will be updated to reflect this change.

No more wondering about which terms are legally acceptable and which are not, or who can sign a contract, or whether someone else should review it. Just send these contracts to the PSC (see process description, below). The PSC has added a third Contracts Administrator to our staff in order to process these contracts in a timely manner.

A few things to keep in mind-

Always carefully read and understand all terms and conditions in any contract, particularly the business deal, renewal terms, pricing, and termination requirements.

The PSC will not keep copies of contracts of \$5,000 or less.

No changes to online "click-through" agreements. You may continue to agree to the terms and conditions of online agreements that are \$5,000 and less as long as a signature is not required.

Process Description:

Email a Word document version of your contract to the Purchasing Agent responsible for the [good or service](#). The Purchasing Agent will work with a PCS Contracts Administrator (to ensure the contract meets legal requirements) and will obtain all necessary signatures. The Purchasing Agent will then email the completed contract to you so you can send it to the supplier. (If you are ordering via CU Marketplace, you should attach the completed contract to the requisition as an **external** attachment; this way, the contract will be electronically sent to the supplier when the purchase order is issued.)

Questions? Contact Charlene.Lydick@cu.edu.