

October 20, 2014

Something to Avoid: After-the-Fact (ATF) Purchases

Something every department should strive to avoid is an After-the-Fact purchase.

What is an ATF?

An After-the-Fact (ATF) purchase typically occurs when an organizational unit makes a purchase for **more than \$5,000** before PSC Purchasing Services issues a purchase order. So, for example, if you submit a requisition for over \$5,000 in vendor services and then you authorize the vendor to begin work before Purchasing Services issues the PO ... that's an ATF!

- It doesn't matter if the requisition is for goods or services.
- It doesn't matter if the requisition is for one item over \$5,000 or multiple items totaling over \$5,000.
- It doesn't matter if the cost without shipping charges is \$5,000 or less. Shipping charges must be included in the calculation.

What Happens if You Create an ATF?

If you are responsible for an ATF, you must follow the steps outlined in the PSC Procedural Statement [After-the-Fact Purchases](#).

Be sure to confer with your campus contact (identified in the procedural statement) prior to taking any action. The designated individual or office will help you work through the process.

Why is an ATF a Bad Thing?

Organizational units sometimes ask us why ATFs are considered to be a problem.

After-the-Fact purchases result in delayed payments to vendors who have, in good faith, provided goods or services to the University. They undermine the strong working relationships that CU strives to create and sustain with its vendor partners.

How do you avoid ATFs?

You should make sure everyone in your organizational unit understands the ATF policy. Be clear that only the designated individuals are authorized to initiate purchases on behalf of the unit.

Got Questions?

Contact the appropriate purchasing agent. Refer to the Commodity Listing on the PSC website at www.cu.edu/psc/commodity-listing.

PSC Closed: Thu, Oct 23 - afternoon

The Procurement Service Center will be closed from 2:00–5:00 p.m. on Thu, Oct 23, for a staff event.

Note: The FinPro Help Desk will remain open during this time.

PSC Staff News: Darlene Morrow Retires

After 20 years in the procurement profession – 13 of them at CU – Darlene Morrow is retiring on Oct 24.

Darlene started her procurement career at UCAR and joined the Procurement Service Center in 2001. During her years here, Darlene has purchased a wide variety of products and goods, including furniture, scientific supplies, promotional items, moving services, food for dining services, laundry equipment/services, facilities supplies/equipment, and IT hardware. Most recently Darlene has handled official functions and audio visual equipment. She has also led several large RFPs for temporary employment services; travel management; multi-function devices (copiers); and IT desktops and laptops. Her favorite out of all of these? Food. It's complex ... she learned a lot ... and she especially enjoyed the tastings!

Of all her jobs – both in and out of procurement – CU remains Darlene's favorite place to work. But while she'll miss the people she works with, it's time to take life a little bit easier.

A big THANK YOU to her for all she has done for CU.

Congratulations, Darlene! We wish you well in your next adventure.

CU EthicsLine Reminder

CU EthicsLine provides a way to anonymously report concerns involving fiscal misconduct, violations of state or federal law, serious or recurring violations of university policy, or gross waste of university funds or property.

The reporting service is provided by EthicsPoint, an independent company that provides similar services for hundreds of companies and universities. Options for 24/7 reporting are via a toll-free phone number (1.800.677.5590) or online at www.Ethicspoint.com.