

November 26, 2014

Learning Bites

Heather says:

I love a good word search, so I've created one for you using procurement terms. See how many of the terms (in the list below) you can find on my [word search page](#).

By the way ... all of these terms are used on the PSC website (www.cu.edu/psc) and most can be found in the various learning resources. I even included 3 types of learning resources in the list.

As always – let me know what you think: Heather.Hoyer@cu.edu.



Word Search Terms

Approval	Catalog	Concur
CU Marketplace	Expense Report	In-person Training
Invoice	Non-Catalog Form	Online Course
Payable Services	Payment Voucher	Procurement Card
Procurement Rules	Purchase Order	Purchasing Services
Receiving	Requestor	Requisition
Shopper	Shopping Cart	Step-by-Step Guide
Supplier	Tax Exempt	Travel Card
Video	Voucher	

US Bank to Issue Chip & Pin Cards

The use of chip-and-pin technology – embedding microprocessor chips that store cardholder data and requiring the use of a PIN (personal identification number) – can help reduce credit card fraud. Its primary benefit is the prevention of counterfeit fraud in card-present transactions. Furthermore, the chip enhances security through the use of stronger authentication methods at the actual point of sale.

We're pleased to announce that US Bank has started migrating to the new chip-and-pin technology for both University Procurement Cards and Travel Cards. All new cards and replacement cards will now be chip-and-pin. In addition, all cards will continue to have the magnetic stripe so as to accommodate merchants who have not yet made the switch to chip-enabled readers.

When you receive a chip-and-pin card, you'll receive instructions on how to use it. Under separate cover, you'll also receive your PIN. US Bank will continue to use signature verification for most purchases, but some merchants may require the PIN (this is especially common when traveling internationally).

Since commercial cards are sent to the cardholders' work addresses, be sure to let us know if your campus address changes: send a completed Cardholder Update form to Procurement.Card@cu.edu.

Questions? Contact Procurement.Card@cu.edu ... or visit US Bank at <https://www.usbpayment.com/emv>.

New! SOW Form and Procedures 1/1/15

Does your department work with service providers who are independent contractors? If you answered Yes, you'll want to know about the revised Scope of Work (SOW) form and the new PSC Procedural Statement that guides its use.

Effective Jan 1, 2015, there will be a new version of the Scope of Work (SOW) form on the PSC Forms page (www.cu.edu/psc/forms). The revised form requires departments to provide more details on the work and compensation of a service provider who is an individual or sole proprietor operating under a Social Security Number (SSN) and adds language regarding expectations and limitations to the service provider's certification statement. Furthermore, it clarifies the fact that any planned payments or reimbursements to an independent contractor must be fully documented on the SOW form and can only be issued via the mechanism (Payment Voucher, Non-Catalog form, etc.) associated with the SOW form. In other words, departments cannot use the Travel Card, Procurement Card, or a separate Purchase Order for expenses associated with an SOW.

All SOW forms (from all campuses) are reviewed by Employee Services staff to determine if the service provider will function as an independent contractor or as an employee. There are serious consequences to misclassification – which is why it's essential for the SOW form to be complete and accurate. Colorado law (the Misclassification of Employees as Independent Contractors Act, or MEICA) penalizes employers who misclassify contractors as independent contractors – a status that makes those workers ineligible for certain benefits. Employers who violate MEICA may be fined or prohibited from receiving state funds or contracts.

We'll talk more about the SOW form – and provide a draft of the new PSC Procedural Statement – in the next PSC COMMUNICATOR newsletter.

DIA Canopy Parking Agreement Update

As you may know, CU travelers receive a 50% discount off Canopy Parking's posted rates. Effective Jan 18, 2015, Canopy is implementing new procedures for obtaining this discount.

As of that date, in order to receive your discount you must present your CU employee ID and a printed copy of the Canopy CU Coupon (or show the scannable QR code on your phone) to the cashier when you exit the Canopy lot.

For more information on DIA parking agreements (for Canopy Parking, The Parking Sspot, and WallyPark), see Travel Overview page on the PSC website. For questions, contact Marty.Martin@cu.edu.