

December 12, 2014

## CU Supplier Portal Reminder: An Online Alternative to Paper W-9s

Many suppliers have taken advantage of the new functionality associated with our CU Marketplace system and registered their companies online to do business with CU. The new capability comes from the CU Supplier Portal – and it offers a modern alternative to the paper W-9 process for most (but not all) suppliers. (Note: It's still OK to send us the paper W-9 form.)

More good news: The CU Supplier Portal offers two key additional benefits:

- It enables suppliers to view, and respond to, CU solicitations for goods and services.
- It enables suppliers to view the status of their invoices to CU.

Want to learn more? Check out the CU Supplier Portal Information webpage at [www.cu.edu/psc/cu-supplier-portal-information](http://www.cu.edu/psc/cu-supplier-portal-information).

## PSC Staff News: Introducing Kara Finch

The PSC is pleased to welcome new Purchasing Manager Kara Finch to CU ... and to Colorado.

Kara joined our team on Nov 12, coming to us from Indiana. There, she worked for seven years in Procurement Services at the University of Notre Dame.

An Indiana native, Kara received a bachelor's degree from Purdue University in West Lafayette (IN) and a law degree from Thomas M. Cooley Law School in Lansing (MI). This is Kara's first time living outside of the Midwest. She wisely made the move just in time to avoid the bitter cold and grey skies that Indiana offers during the winter months.

We're happy you're in sunny Colorado, Kara!

## PSC Closed Dec 17 PM

On Wed, Dec 17, the PSC will be closed noon-5:00 pm for a staff appreciation event.

(This does not include the FinPro Help Desk.)

The PSC will re-open with standard business hours on Thu, Dec 18.

## PSC FY2014 Recap

Department: we appreciate your excellent work in procurement last year! Thanks to your cooperation and assistance, the University has accomplished some significant purchasing, payable, and travel goals in FY2014 ... and the PSC has been honored as a procurement leader among higher education institutions.

We wanted to share some of these accomplishments with you as a recap to the last fiscal year. Please take a few minutes to review our [PSC FY2014 Recap](#).

## January 1 Reminder: Revised SOW Form and New PPS

As noted in our [Nov 26 PSC COMMUNICATOR newsletter](#), we will have new Scope of Work (SOW) guidance and a revised SOW form as of Jan 1, 2015.

To help you get ready, we've posted a draft document of the new PSC Procedural Statement (PPS) Scope of Work/Independent Contractor on our [PSC Procedures page](#). The new PPS outlines the SOW review process for proposed work by a service provider who may be operating as an independent contractor. It also incorporates guidance on how to proceed in case the SOW form is not approved and the department wishes to put the service provider on payroll. Finally, it sets forth the requirement that all payments (including any 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 an approved SOW form. In other words, departments cannot use the Travel Card, Procurement Card, or a separate Purchase Order for any expenses associated with an independent contractor.

The new guidance and revised form are timely and essential in ensuring that we comply with all applicable rules and regulations. We believe that departments will find them helpful and the form easier to use.

**Questions?** Feel free to contact [Normandy.Roden@cu.edu](mailto:Normandy.Roden@cu.edu).