

January 23, 2015

New Resources for Infrequent Travelers

With the knowledge that 65% of University travelers travel infrequently, the PSC is pleased to announce a series of instructional emails for new and infrequent travelers (individuals who have not booked a trip in the last 12 months).

An email message with helpful information will be sent prior to the trip when airfare is booked, 5 days before the start of the trip, and after the trip. The traveler will have the option to view an animated message or read a text page online.

These messages provide meaningful information, delivered at the right time, to improve the travel experience for the infrequent traveler. If you would like to view the animated messages, please visit:

- www.cu.edu/psc/infrequent-traveler
- www.cu.edu/psc/infrequent-traveler-just-before-you-go
- www.cu.edu/psc/infrequent-traveler-welcome-back

Questions? Contact Mary.Martin@cu.edu.

Preferred Hotel Program Expands in 2015

Departments that book hotels locally can save a lot by working through our Preferred Hotel Program.

The PSC has worked hard to develop a hotel program that benefits the University's travelers. The rates we've negotiated with the preferred hotels are lower than rates typically available at these properties. In some cases, we've been able to negotiate added values and extra amenities.

The Preferred Hotel Program was recently updated to add 17 new hotels in 2015. Over three dozen establishments in the Boulder, Denver Metro, and Colorado Springs area are now listed on the [PSC website](#): click on Travel and look for the Preferred Hotel Program link at the bottom of the page. Or, go directly to the listing at www.cu.edu/psc/preferred-hotel-program. All of the preferred hotels are excited to be part of the program and hope to see some business with the University in the coming year.

We encourage you to review the website to familiarize yourself with information on rates, amenities, and how to make reservations.

Questions? Contact Esther.Naftz@cu.edu.

New: Gift Card Procedures

A new PSC Procedural Statement on Gift Cards will take effect February 1.

You can review the draft procedures at:

www.cu.edu/psc/procedures.

You can learn more about them at a Gift Cards course:

www.cu.edu/controller/schedule-and-registration.

Questions? Contact Normandy.Roden@cu.edu.

PSC Open Houses Coming in March

To celebrate Procurement Month in March, we'll be holding our 7th Annual PSC Open Houses on the campuses. These popular events are great opportunities for you to learn what's new at the PSC, meet our staff, and discuss your department-specific procurement needs.

Once again, PSC staff will be joined by staff from the Office of University Controller-Finance & Procurement Business Services (including the FinPro Help Desk). We'll also be joined by representatives from the University's strategic suppliers.

The Open House schedule is as follows:

- Boulder Campus: Tue March 3 (9:00 a.m.-12:00 p.m.), UMC 235
- Anschutz Medical Campus: Tue March 10 (9:00 a.m.-12:00 p.m.), Research Center 2, Trivisible Room (2nd floor)
- UCCS: Thu March 19 (10:00 a.m.-12:00 p.m.), University Center, Berger Hall (2nd floor)
- CU Denver/CU System: Tue March 24 (2:00-4:00 p.m.), 1800 Grant Street, PSC Offices (5th floor)

Questions? Contact Denise.Nakamichi@cu.edu.

To register: go to www.surveymonkey.com/s/2015OpenHouses.

Get Up-to-Date on W-8

Suppliers who are foreign nationals or foreign entities may need to complete one of the several versions of IRS Form W-8 in order for the University to make payment for goods or services rendered. Now there is a new version: the W-8BEN-E.

Effective Jan 1, 2015, the Internal Revenue Service (IRS) has some new requirements:

- Certain foreign entities will need to submit Form W-8BEN-E instead of Form W-8BEN.
- Foreign nonresident alien individuals will be required to submit the new 2014 version of the W-8BEN to declare their nonresident U.S. tax status.

The PSC webpage entitled [W-8 Certificates of Foreign Status](#) provides access to the IRS website for current versions of the W-8 form and instructions. Note: neither the PSC nor the Employee Services International Tax Office have the legal authority to advise foreign vendors as to which W-8 form is most appropriate.

For general questions about W-8 form requirements, contact the International Tax Specialists as follows:

Vendor names A-L: Kendra.Zafiratos@cu.edu, 303.735.5534

Vendor names M-Z: Alicia.Dandeneau@cu.edu, 303.735.0816