

February 2, 2015

## Learning Bites

Test your Concur knowledge with a crossword puzzle:  
[www.crosswordlabs.com/view/all-about-concur2](http://www.crosswordlabs.com/view/all-about-concur2).

All answers can be found in the [Concur learning resources](#). The passcode for the answer key is 'concur'.

As always, let me know what you think:  
[Heather.Hoyer@cu.edu](mailto:Heather.Hoyer@cu.edu).



## Gift Card Dos and Don'ts: New Procedures Effective Feb 1, 2015

Does your department purchase gift cards?

Gift cards are frequently used by organizational units to issue study subject payments or to recognize employees and other individuals. As cash-like instruments, gift cards present risks and require careful consideration and handling.

A new PSC Procedural Statement (PPS) on Gift Cards went into effect on Feb 1, 2015. It sets forth several requirements, key among them a new approval process and the use of a new Gift Card Authorization Request form. The new PPS also draws on current guidance provided by the PPS Study Subject Payments and the PPS Recognition & Training.

You can review the Gift Cards procedures at: [www.cu.edu/psc/procedures](http://www.cu.edu/psc/procedures). Additional resources available include:

- PowerPoint presentation used for on-campus gift card training during Jan and Feb
- Templates for creating gift card audit logs and for conducting reconciliations on your gift card inventory

Training sessions are continuing on each campus according to need. Contact your campus controller's/finance office if you are interested.

**Questions?** Contact [Normandy.Roden@cu.edu](mailto:Normandy.Roden@cu.edu).

## PSC Open House Registration Open

March is Procurement Month. Celebrate and learn by taking part in a PSC Open House on campus:

- Boulder Campus: Tue March 3
- Anschutz Medical Campus: Tue March 10
- UCCS: Thu March 19
- CU Denver/CU System: Tue March 24

Registration is open:

[www.surveymonkey.com/s/2015OpenHouses](http://www.surveymonkey.com/s/2015OpenHouses).

For questions, contact [Denise.Nakamichi@cu.edu](mailto:Denise.Nakamichi@cu.edu).

## PSC Staff News

The PSC is delighted to introduce three new staff members.

### Robin Bryant

We're pleased to welcome **Robin Bryant** to the PSC. Robin is the new Executive Assistant to Assistant Vice President & Chief Procurement Officer Sandy Hicks.

Robin has over 30 years of experience on the Boulder Campus – most recently in the Office of the Vice Chancellor for Administration. She looks forward to the new challenges and opportunities here in the System Office in downtown Denver.

In her free time, Robin is a potter. She enjoys balancing the intensity of her work life with this calm and artistic personal focus.

We're glad you've joined the team, Robin!

### Bill Shrum

Also new to the PSC and also from the Boulder Campus: Administrative Assistant **Bill Shrum**.

Bill staffs the PSC's busy front desk. One of his additional important duties is handling the many electronic invoices that arrive daily to our [APIInvoice@cu.edu](mailto:APIInvoice@cu.edu) inbox.

Bill graduated from CU Boulder in Spring 2014 with a degree in environmental design and most recently worked with CU-Boulder's Student Government. He is an entrepreneur, having launched many businesses, including a shipping company and a coffee shop.

In his spare time, Bill likes to play tennis, hike, and pursue photography. We're thrilled to have another CU alum working at the PSC.

Welcome, Bill!

### Matthew Smith

We're pleased that **Matthew Smith** has recently joined our PSC team.

As Procurement Systems Administrator, Matthew now works in several areas of importance to both internal and external customers of the PSC. These include CU Marketplace and Concur Travel & Expense.

Prior to coming to the PSC, Matthew was Senior Applications Administrator in the office of University Information Systems (UIS). In that role, he administered a suite of applications in support of the CU System Office.

We're excited to have Matthew's diverse background, exceptional IT knowledge, and strong customer service skills in the PSC.

It's great that you're here, Matthew!