

April 30, 2015

Learning Bites

Heather says:

The last scavenger hunt was such a hit that I decided to do another one.

[This hunt](#) focuses on content related to the April PSC Town Hall meetings. Most of the answers can also be found on the PSC website.

Need help? The [answers are available here](#).

As always, let me know what you think: heather.hoyer@cu.edu.



It's Almost Here: Hospitality Expo

It's almost here but yes, you can still register!

THEXpo (The Hospitality Expo) will take place on the CU Denver Anschutz Medical Campus on Tues, May 5 (10:00 a.m. – 1:00 p.m.).

[Register now!](#)

No More Paper W-9s: May 1 Supplier Portal Reminder

Please remember that as of Fri, May 1, new suppliers will register via the CU Supplier Portal.

Exceptions:

Study subjects (who will continue to submit paper forms) and CU employees/students (who are not considered to be suppliers).

Questions? Contact FinProHelp@cu.edu.

Marketplace Catalogs Easier to Find

Good news for shoppers and requesters! The CU Marketplace home page has been redesigned to make finding the right catalog easier. Effective Fri, May 1, catalogs for similar commodities are grouped together in sections: Office Essentials, Medical/Dental, Scientific, and so forth.

The new groupings make it easy to peruse the home page for the catalog you need. To view all suppliers in a group, click on the group/section header (e.g., Office Essentials).

Want to keep some types of catalogs in view all the time? Not interested in other types?

You can choose which suppliers you want to display, and which you want to hide. CU Marketplace will remember your settings each time you log in!

NACUBO Magazine Article Touts CU Travel & Expense Transformation

The National Association of College and University Business Officers (NACUBO) understands that managing travel and expense (T&E) in the higher education environment is a complicated business.

That's why the April 2015 issue of NACUBO's Business Officer magazine includes an article on transforming T&E at the University of Colorado.

The article reviews our 2010-11 implementation of the Concur Travel & Expense System, with its focus on:

- understanding customers and business processes;
- leveraging advances in technology and industry best practices;
- incorporating policies into systems;
- providing help desk support;
- establishing targeted and meaningful communications; and,
- ensuring regular assessment and refinement.

At CU, the results of the T&E transformation speak for themselves. Manual processing/review has been reduced and in many cases, eliminated. Policy compliance is up (way up) ...as are savings. Reimbursement turnaround has plummeted. And user satisfaction rates are currently at 81 percent positive.

[Check out the article itself](#), under the magazine's Vantage Point section, online.

PSC Closed: Afternoon of Fri, May 1

The PSC will be closed on Fri, May 1 (1:00 – 5:00 p.m.) for a staff event. This does not include the FinPro Help Desk.