

August 11, 2015

## CU Marketplace Satisfaction Survey

CU Marketplace users: we want to hear from you! We invite you to take a few minutes to complete the [2015 CU Marketplace Survey](#).

The survey requests feedback about all aspects of the CU Marketplace. Your opinions and comments are extremely valuable to us as we continue to evaluate how to best serve you, our customers.

The survey will be open through end of day Tues, August 25 (two weeks).

**Questions?** Contact Denise Nakamichi at [denise.nakamichi@cu.edu](mailto:denise.nakamichi@cu.edu) or 303.764.3459.

## PSC Form Updates

Does your department use the Non-Employee Reimbursement (NR), the Study Subject Payment (SSP), or the Payment Authorization (PA) form?

If Yes – please note that all of these forms have recently been revised to include a field for Student ID Number.

- Please use only the newest versions of these forms: the NR form dated 5/14/2015, the SSP form dated 5/11/2015, and the PA form dated 8/1/2015.
- Also – please be sure that all forms are complete, fully signed/approved, and legible.

Thank you!

Beginning Sept 1, 2015, we will start returning older versions of the NR and PA forms to the submitting departments.

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

## Supplier Showcase Turns 10!

Come help us celebrate the 10th anniversary of the PSC Supplier Showcases this September!

This year's Showcases are scheduled as follows:

- Boulder – Thurs, Sept 3 (10:00a.m.-1:00 p.m.), Coors Event Center Practice Gym
- Denver/Anschutz - Thurs, Sept 17 (9:30 a.m. -1:00 p.m.), Research Center 2, Krugman Conference Hall
- Colorado Springs - Wed, Sept 30 (10:00 a.m. – 12:00 p.m.), University Center, Berger Hall

[Register now for a Supplier Showcase!](#)

And when you do – be sure to tell us how many Showcases you've attended!

**Questions?** Contact [Penny.Davis@cu.edu](mailto:Penny.Davis@cu.edu).

## After-the-Fact (ATF) Purchases

An After-the-Fact (ATF) purchase typically occurs when an organizational unit makes a purchase for more than \$5,000 before PSC Purchasing Services issues a purchase order. For example, if you submit a requisition for over \$5,000 in supplier services and then you authorize the supplier to begin work before the PSC issues the PO ... that's an ATF.

Note that:

- It doesn't matter if the requisition is for goods or services.
- It doesn't matter if the requisition is for one item over \$5,000 or multiple items totaling over \$5,000.
- It doesn't matter if the cost without shipping is \$5,000 or less. Shipping charges must be included in the calculation.

### What Happens if You Create an ATF?

If you are responsible for an ATF, you must follow the steps outlined in the PSC Procedural Statement After-the-Fact Purchases.

Be sure to confer with your campus contact (identified in the procedural statement) prior to taking any action. The designated individual or office will help you work through the process.

### Why is an ATF a Bad Thing?

After-the-Fact purchases result in delayed payments to suppliers who have, in good faith, provided goods or services to the University. They undermine the strong working relationships that CU strives to create and sustain with its supplier partners.

### How do you avoid ATFs?

You should make sure everyone in your organizational unit understands the ATF policy. Be clear that only the designated individuals are authorized to initiate purchases on behalf of the unit.

**Questions?** Contact the [appropriate purchasing agent](#).

## New Concur Audiovisual Resources

In our last newsletter, we presented the first in a new series of short, "sit-back-and-listen" reviews of common Concur processes.

Now, we've posted another audiovisual snippet on how to use the Concur Travel & Expense System: [Determining Reimbursement Amounts](#). It focuses on the Report Totals summary – an easy way to find out how much your reimbursement will be (or how much you owe the University).

Additional audiovisual snippets will be published later this month – look for updates in the next PSC COMMUNICATOR newsletter.