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News from the Procurement Service Center

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March 1, 2021

Updates: Payment Voucher/Authorization Procedures

Do you use the Payment Authorization (PA) paper form? How about the Payment Voucher (PV) form in CU Marketplace?

If you answered Yes to either question, you'll want to take a look at the revised PSC Procedural Statement Payment Voucher/Authorization. Effective March 1, 2021, we've streamlined the types of payment requests that can be submitted on each form.

Payment Authorization (PA) form updates

The following are no longer payable on the PA form:

- **Refunds** (use Concur or a PV in Marketplace - see article at right)
- **Student Recruitment Host Per Diems** (only used by Boulder Athletics, use petty cash)

The PA form on our website has been updated to reflect the above changes. *One-month grace period: PSC Payables staff will accept the older version of the PA form through March 31, 2021.*

Payment Voucher (PV) form updates

The following are no longer payable on the PV form:

- **Athletic Revenue-Sharing Agreements** (only used by Boulder Athletics, use purchase order/requisition)
- **Conference/Event Registrations** (use Procurement Card, Travel Card, or purchase order)
- **Lab Specimens/Organs** (use Procurement Card or purchase order)
- **License/Certification Fees** (use Procurement Card or purchase order)
- **Lodging Deposits** (use Travel Card-or personal payment/reimbursement)
- **Performance Contracts** (follow Independent Contractor/SOW process, use PV or purchase requisition)
- **Subscriptions** (use Procurement Card or purchase order)

The PV form in Marketplace has been updated to reflect the above changes.

Expanded PA/PV Guidance

We've also clarified guidance for many of the items that are still payable using these two forms.

In the revised Payment Voucher/Authorization procedures, you'll find additional examples of the payable items, approval requirements, and other details.

Questions? At the bottom of the Payment Voucher/Authorization procedural statement, use the "Questions & Feedback" form.

Refunds in Concur and Marketplace

Effective March 1, 2021, refunds will no longer be processed on the Payment Authorization (PA) form.

Instead, refunds will be handled in one of the following ways, according to the specific payee (refund recipient).

- **Refunds to employees, and refunds to most non-employees**, will now be processed in the Concur Travel & Expense System. Use the appropriate type of report depending on the payee: Travel Reconciliation, or Non-Employee Expenses.
- **Refunds to non-U.S. persons or non-U.S. addresses**, will now be processed on the Non-Employee Reimbursement-International (NRI) form.
- **Refunds to non-individuals** (i.e., companies, associations) will be issued on the Payment Voucher form and will require a W-9 unless the entity is already set up in CU Marketplace.

New Training Resources Available

We've created new video and other learning opportunities for you. Check them out!

Learn How To:
Search Better in Marketplace

There are several ways to look up documents in CU Marketplace.

If you don't know the document number, or if you want to look up a group of documents (for example: all of your department's Standing Purchase Orders), use the Advanced Search feature.

If you missed the recent live webinar on this topic, check out the trimmed-down "mini-webinar" recording now available on the PSC website at Using Advanced Document Search.

Learn How To:
Process Refunds

With the March 1, 2021, revisions to the Payment Voucher/Authorization Procedural Statement (see article above), the process for issuing refunds has changed.

- Find out how to distinguish refunds from reimbursements – and how to issue them to individuals and non-individuals.
- Check out the new Refunds vs. Reimbursements how-to video and text procedures

Questions?

At the bottom of the Refunds vs. Reimbursements webpage, use the "Questions & Feedback" form.