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PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter:
email your Employee ID # to FinProHelp@cu.edu
and ask to be added to the PSC newsletter list.

April 29, 2021

Travel in COVID Times

There are still some travel restrictions in place. Check out our Coronavirus Travel Guidance. (Where campus-specific guidance is more restrictive than CU System procedures, you are responsible for following campus guidance.)

No Outside Internet Airfare Bookings

Among the COVID-related travel restrictions that continue to be in effect (as outlined on the PSC Updates Related to the Coronavirus-Travel website) is the restriction on outside internet airfare bookings.

External internet airfare purchases are not allowable during the coronavirus health crisis.

All University-related travel must be booked through the University's travel management program: either online in the Concur Travel & Expense System or through a travel agent with Christopherson Business Travel (CBT). This allows us to monitor your travel location and provide assistance if you encounter a health, emergency, or security issue – especially important during situations such as the current coronavirus situation. If you book CU business travel through the internet during this time – March 13, 2020 through the end of the travel restrictions period (as announced by the PSC) – **you will not be reimbursed** for your out-of-pocket airfare bookings.

Questions? Contact Shannon.Miller@cu.edu.

Shopper Role Now Includes Full Inquiry

We're pleased to announce that effective May 1, the Shopper role in Marketplace will expand from Inquiry into only the Shopper's records to full Inquiry access for all Marketplace records. If you currently have the Shopper role in Marketplace, you do not need to take action to obtain full Inquiry.

Questions? Contact FinProHelp@cu.edu.

Recognition Program Authorization Form

Over the years, we've received feedback from departments that they'd appreciate some guidance in developing recognition programs per the PSC Procedural Statement Recognition and Training, which requires that all of the following items be addressed in each program:

- Name of the recognition program;
- Recognition category;
- Who is eligible to receive the award;
- Recognition award criteria;
- Explanation of the selection method; and,
- Detailed description of the award.

The new RPA form helps you comply with these requirements. You'll find it on the PSC Forms website next week! Questions? Contact FinProHelp@cu.edu.

Shonna Hughes Receives NAEP Award

We're proud to announce that the PSC's Director of Procurement Operations and Shared Services, Shonna Hughes, was recently honored by the National Association of Educational Procurement (NAEP) with a PULSE award for Innovation.

The award recognizes institutions or individuals whose innovative practices, creative processes, and commitment to continuous improvement exemplify the strategic value of higher education procurement. Shonna led the development of an online spend analytics procurement dashboard that has expedited the delivery of procurement spend reporting and empowered the campuses and departments to monitor and manage procurement spending activity.

Congratulations, Shonna!

Introducing Bryan Pasternak, IT Category Manager

In his position on the Strategic Procurement team, Bryan focuses on improving collaboration and efficiency across the University's IT environment and strategically managing relationships with our key IT suppliers.

Prior to joining the Procurement Service Center, Bryan spent three years working at tech startups in marketing automation and seven years in IT project management. He completed his B.A. in Psychology at the University of North Carolina at Chapel Hill – the nation's first public university.

In his free time, Bryan enjoys live music, kayaking, painting, traveling, and taking his dog, Icey, to the beach.