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PSC COMMUNICATOR

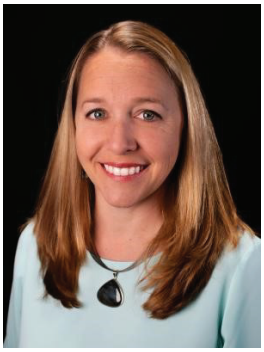
News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter via email:
Email uis@cu.edu and
ask to be added to the User Alert list.

May 9, 2019

Gisella Higgins to Lead PSC as Interim CPO

We're pleased to announce that Director of Change Management Gisella Higgins has been designated to lead the Procurement Service Center pending the appointment of a new Associate Vice President & Chief Procurement Officer later this summer. Current AVP/CPO Sandy Hicks is retiring effective May 10, 2019.



Gisella has almost 20 years of experience in higher education procurement/supply chain management. She joined the PSC in 2018 to head up strategic change management and project management activities. We look forward to her expanded leadership role during this time of transition.
You can reach her at Gisella.Higgins@cu.edu or 303.764.3424.

PSC Staff News: Introducing Jen Dale

We're pleased to welcome Jen Dale to the PSC Payables Services team.
Jen has over 18 years' experience in accounting and customer service. Prior to joining CU, she worked for an environmental consulting firm (Apex Companies, LLC).

Jen is a fraternal twin and was born and raised in Denver. In her spare time, she enjoys music, dancing, photography, gardening, camping, and generally exploring colorful Colorado.
In her role as Payables Specialist, Jen handles payments to suppliers whose names begin with A, V, and W. She reports to Payables Services Manager Maria Buerman.
You can reach her at Jen.Dale@cu.edu or 303.764.3460.
Welcome to CU, Jen!

Payables Services Tips

We all want to handle University invoices as quickly and efficiently as possible. Here are some things that **you** can do to help the Payables Services team achieve this goal. Follow these tips, and the time you take before you submit your payment request will pay off in the end!

Invoices for Marketplace Orders:

- Reference the PO# on the invoice document.
- Email all invoices to apinvoice@cu.edu.
- Attach no more than 10 invoices to the email sent to apinvoice@cu.edu.
- SPO Allocation forms should be attached to the front of the invoice.
- All invoice copies must be legible.
- Allow 10 working days from the day sent for processing in Marketplace.

Study Subject Payment and Payment Authorization Paper Forms:

- Ensure all fields on the form are completed.
- Include all required signatures and back-up documents for each form.
- Email forms/back-up materials to apinvoice@cu.edu.
- Attach no more than 10 paper forms to the email sent to apinvoice@cu.edu.
- Remember that the PA form has limited use: www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization.
- The SSP form requires W-9 to be included for a first-time payee.
- International payee or payee with a foreign address requires international tax review prior to sending to the PSC: www.cu.edu/docs/international-ap-payments.
- Allow 10 working days from the day sent for processing in Marketplace.

Payment Voucher Forms in Marketplace:

- Include all required back-up documentation.
- SOW/HNR form requires Employee Service approval/signature before submitting the PV for processing.
- Invoice numbers need to be unique as the system rejects duplicate numbers.
- Remember that the PV form has limited use: www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization.

Look for more payment processing tips in the next PSC COMMUNICATOR newsletter!

PSC Closed: Friday Afternoon, May 10

Our office will be closed on Friday afternoon, May 10, for a staff event.