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# PSC COMMUNICATOR

News from the Procurement Service Center

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May 31, 2019

## PSC Staff News: Penny Davis Retires

Penny Davis, Small Business Liaison Officer, is retiring from the University on May 31, 2019.

Penny came to the PSC in February 2010, initially as part of the Payables Services team and then transferred to Purchasing Services, joining the new Small Business Program as its first Liaison Officer. In this role, Penny developed and delivered training programs to help Small Business Concerns (SBCs) across the state learn how to do business with CU. She also supported many campus departments in developing small business contracting plans when needed for grant funding.

Penny will be greatly missed by her colleagues at the PSC, her campus customers, and the SBCs. We thank her for her dedicated service and wish her well. Best of luck, Penny!

## Concur Non-Employee Reimbursement Process Wins CU I&E Award

Congratulations to Adam Rodriguez (PSC), Jaime Mendez (PSC), Calvin Anderson (Office of University Controller), and Linda Warren (University Information Services) – their submission to the CU Innovation & Efficiency Awards Program received one of this year's five awards for best practices across the University of Colorado. The team was recognized for implementing the Non-Employee Reimbursement process in Concur.

CU processes over 10,000 non-employee reimbursements every year. This was an entirely paper-based process until the team developed an online process using existing functionality in the Concur Travel & Expense System and the PeopleSoft Finance System. The new approach reduces the time needed to reimburse non-employees and provides departments with real-time status tracking throughout the process.

The CU I&E Program is an annual employee recognition program that spotlights accomplishments in business process improvement in a range of areas, including finance, procurement, operations, communication, engagement, and customer service.

## Getting Ready for Fiscal Year-End (FYE): Posting and Payment Dates on the Horizon!

To ensure payment in FY 2019, follow these deadlines:

**Friday, June 14 (6:00 p.m.)**

- **New Supplier Information via Supplier Portal Registration/W-9 & W-8 Submission:** Last day to provide supplier information to the PSC to request a new supplier or update an existing supplier.
- **Payment Vouchers in CU Marketplace:** Last day to provide campus approval for PVs in the Marketplace. All required documentation and signatures must be included and PVs must be ready for processing by the PSC.
- **Supplier Invoices for CU Marketplace:** Last day to submit PO/SPO invoices to the PSC. Submit to APInvoice@cu.edu.
- **Payment Authorization, Study Subject Payment, and Non-Employee Reimbursement-International Forms:** Last day to submit paper forms to the PSC. Submit to APInvoice@cu.edu.

**Thursday, June 20 (6:00 p.m.)**

- **Travel/Reimbursements in Concur:** Last day to provide campus approval for employee and non-employee travel/expense reports in the Concur Travel & Expense System.

**Friday, June 21 (6:00 p.m.)**

- **Procurement Card Transactions in Concur -** Last day to provide campus approval for Procurement Card expense reports in the Concur Travel & Expense System.

For more information, see the FY 2019 Year-End Processing and Deadlines webpage.

## Payables Services Tips

Here are some things that **you** can do to help the Payables Services team process invoices quickly …

**Employee Reimbursement in Concur**

- Seek reimbursement within 90 days of your out-of-pocket expense to avoid being taxed.
- Attach all required receipts and proof of payment.
- Be sure your receipts are legible.
- Select the appropriate expense type.
- For official functions – in *any* dollar amount – include detailed receipt and proof of payment.

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