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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.

June 12, 2018

PSC Staff News: Contracting Services Team

Emily Ruther Promoted

Congratulations to Emily Ruther, who was recently promoted to Contract Services Manager. Emily joined the PSC in 2017 as a Contracts Administrator.
Contact her at Emily.Ruther@cu.edu or 303.764.3449.

New Contracts Administrators:

Alicia Sewell

Originally from Denver, Alicia completed her undergraduate degree in Business Administration at Florida A&M University. Back in Colorado, she worked for 10 years for the City & County of Denver on contract management, compliance, and monitoring of Small Business participation in construction and professional service contracts; identified government contracting opportunities for small businesses; and, provided guidance on how to do business with Denver. Alicia has additional experience working in the private sector in the areas of supplier relations and purchasing.
She likes to spend off-work time in a variety of activities: hiking, cooking, enjoying live music, and shopping.
Contact her at Alicia.Sewell@cu.edu or 303.764.3467.

Molly Smith

Molly is a graduate of Penn State University and George Mason University School of Law. As a practicing attorney in Northern Virginia for 14 years, her work experience includes trial law, telecom contracts, and civil litigation.
Originally from Colorado – her father was a Naval intelligence officer and she was born at Fitzimmons Army Hospital – Molly is happy to be back in the state, raising her own family in Longmont.
Outside of work, you can find her in perpetual motion – swimming competitively, Contra Dancing, downhill skiing, hiking, biking, and gardening.
Contact her at Molly.Smith@cu.edu or 303.764.3451.

From left to right: Alicia, Emily, Molly

Payables Services Tips: APInvoice

Here are some steps you can take – and things you need to know – to make sure your department's invoices are processed promptly.

Submitting invoices to the PSC

Email supplier invoices and payment forms to APInvoice@cu.edu. This means PO/SPO invoices, Study Subject Payments, Payment Authorizations, and Non-Employee Reimbursements.
Each invoice and its documentation (e.g., SPO invoice plus SPO Allocation form) must be one attachment. Don't create two separate attachments for an invoice and its back-up. Don't combine more than one invoice into a single attachment. (Be sure it's all legible.)
Be sure PO/SPO # and any other essential information are noted on the invoice. A PO/SPO invoice cannot be processed without the #. An SPO invoice has to be dated within the date range of the SPO.
Don't submit questions to APInvoice. Contact FinProHelp@cu.edu if you have questions about invoices, documentation, or payment status.
Don't include information in the body or subject of your email to APInvoice. Only the attachments are distributed to the Payables team for processing.

Can I see my invoice in CU Marketplace?

Yes. Invoice images are attached to the voucher page in CU Marketplace. (Use Internet Explorer and Java version 1.7.)

Why hasn't my invoice paid?

You can look up voucher/payment status in CU Marketplace or the Finance System, or ask FinProHelp@cu.edu. Don't resend invoices unless you're instructed to do so.
If the invoice has not been entered in the system … Consider: When was the invoice submitted to the PSC? Invoices are distributed to Payables staff according to alpha assignments and processed as first in, first out. The PSC is currently processing an invoice 5-10 working days from receipt.
Consider: Is it due to pay yet? Most invoices have payment terms of Net 30 (30 days after invoice date).
Consider: Did you provide required documentation (PO/SPO #, approved Scope of Work form, other essential back-up)? Did you complete required actions (PO Receiving, SPO Voucher Approval)? If you haven't, this will delay processing of your invoice.
Questions?
Contact FinProHelp@cu.edu or 303.837.2161.