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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.

August 29, 2018

Contracting Tips

Did you know that all expense contracts for goods and services require PSC approval and signatures?
Contracting can be the largest hurdle in completing a purchase, so make sure you follow these guidelines.

- For purchases less than $150,000: always ask the supplier if they will take our University Purchase Order in lieu of their contract. This drastically reduces the time to issue the PO, obtain the good or service, and pay the supplier
- For purchases of $10,000 or less: send the contract to the appropriate purchasing agent **before** you enter the requisition. Since reqs in that amount don't stop at the PSC, the purchasing agent won't otherwise know that you need a contract signed. So, send it to us first!
- For purchases above $10,000: attach the contract to the req, include any other documents provided by the supplier, and provide your supplier contact information. Having the right contact information greatly reduces the PSC's work when negotiating/finalizing the contract.
- This process takes time! Depending on the campus and type of agreement, compliance reviews may need to take place before we can begin contract negotiation. Please allow plenty of time for these reviews before you need that good or service. Also – remember that suppliers are a variable we can't predict: what seems to be a simple contract may require extended time to complete, based on supplier needs.
- Have an urgent situation? Mention it in the req submission, so we can prioritize appropriately.

If you have questions about the status of a contract, please contact the appropriate purchasing agent.

Stale-Date Check Prevention Process

We've recently implemented a process to prevent PSC payments from stale-dating in the system.
A check will stale-date after 120 days if it hasn't been cashed by the payee. As part of our new process, we're reaching out to the payee and/or responsible department contact when a check ages to 60 days without being cashed. Our hope is to resolve the payment issue. To date, we've realized approximately a 50% success rate in preventing payments from stale-dating.
We appreciate your assistance in resolving these payment issues. If you have questions about the process, contact Robyn.Nicastro@cu.edu.

PSC Staff News:

Introducing Ginni Mulder

The PSC is pleased to announce our new Procurement Systems Specialist, Ginni Mulder. Ginni is responsible for processing departmental change order requests. She reports to PSC Systems Director Kara Finch.
Prior to joining CU System, Ginni worked at the Boulder Campus in several capacities. Most recently, she was the Withdrawal Coordinator in the Office of the Registrar, guiding students through the process of withdrawing or taking a leave of absence from the University. She previously served as an assistant in the Boulder Campus Greenhouses, where she provided comprehensive plant care and management.
Ginni graduated from CU Boulder with a bachelor's degree in Evolutionary and Ecological Biology (botany specialty). She's a Denver native and enjoys hiking with her twin sister, playing volleyball, cooking, baking, and exploring local restaurants and breweries.
Welcome to the PSC, Ginni!

Upcoming PSC Events

We'll be on your campus soon with these events.

Supplier Showcases:

- CU Boulder: Thursday, September 6 (10:00 a.m.-1:00 p.m.), CU Events Center Upper Practice Gym
- UCCS: Tuesday, September 18 (10:00 a.m.-12:00 p.m.), University Center Berger Hall
- CU Anschutz Medical Campus: Friday, September 21 (10:00 a.m.-1:00 p.m.), Hyatt Regency Aurora Denver Conference Center, 13200 E 14th Pl, Aurora 80011

You can register now.