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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, 2019

Supplier Showcases are Coming

Registration is now open for September's CU Supplier Showcases. This is your opportunity to learn about the products and services available from our key suppliers and engage with staff from the PSC and other CU System/campus offices. All CU faculty and staff are invited to attend the showcase of their choice:

- **CU Boulder** - Thurs, Sept 5 (10:00 a.m.-1:00 p.m.), CU Events Center Upper Practice Gym
- **CU Anschutz Medical Campus** - Mon, Sept 16 (10:00 a.m.-1:00 p.m.), Hyatt Regency Aurora Denver Conference Center
- **UCCS** - Tues, Sept 17 (10:00 a.m.-12:00 p.m.), University Center Berger Hall

Questions? Contact supplier.showcase@cu.edu.

Update: Cash Advance Procedures

A cash advance is an amount of money approved by the organizational unit and the PSC and issued to an employee to cover designated out-of-pocket expenses related to an official university business trip. Such expenses are typically associated with group travel, travel that involves an extended stay, or travel to a remote location.

Effective September 1, 2019, we're updating the PSC Procedural Statement (PPS) Cash Advances to clarify how advanced monies may be used and to refine the business process per current best practices. Among the changes: a detailed budget is now required for every cash advance request. This must be uploaded in Concur.

If you think a cash advance request might be a part of your future travel plans, we encourage you to review the updated PPS.

PSC Staff in the Community

Earlier this month, a number of PSC team members volunteered their services to purchase and cook lunch for families staying at the Ronald McDonald House. Ronald McDonald House Charities of Denver provides a home and support to families of seriously ill or injured children who are being treated at nearby hospitals. The PSC volunteers served a taco bar lunch to nourish residents in between their hospital appointments.

We thank Annie Becker, Houa Cha, Tahlya Cox, Bethany Highfill, and organizer Kayla Kutter for their on-site food prep service – as well as the many other PSC employees who kindly volunteered to donate food for the meal.

PSC Staff News: Introducing Katey Gath

We're pleased to welcome new Purchasing Agent Katey Gath to the PSC.

Katey was born and raised on the west coast and has a bachelor's degree in Psychology (focus on cognitive research) from the University of Oregon. Her background includes volunteer work in neuroscience at Stanford and professional experience in a variety of accounting and education-based roles.

Katey moved here in 2018 and began her purchasing career with the City of Arvada. She loves taking Colorado hikes with Christian (husband) and Moxxie (Boston Terrier). She's passionate about education and is thrilled to be serving CU.

At the PSC, Katey specializes in procuring copiers, official functions, hotels/lodging, and art/music equipment and supplies. You can reach her at Katey.Gath@cu.edu or 303.764.3445.

Introducing Kailey Anderson

Also joining the PSC this month is new Administrative Support staff, Kailey Anderson.

Thanks to a father in the military, Kailey was raised in many locations across the U.S. – but she considers North Carolina her home state. She completed her undergraduate degree in English there, at the University of North Carolina Wilmington.

Prior to coming to CU, Kailey worked in admissions at DeVry University, in retail at Ralph Lauren, and in property management and real estate. She lives in Denver with her boyfriend and two cats, Potter (as in Harry) and McQueen (as in Steve) and enjoys cooking, hiking, paddleboarding, and snowboarding.

At the PSC, Kailey is responsible for managing the main reception desk, assisting with APInvoice processing, and other duties. You can reach her at Kailey.Anderson@cu.edu or 303.764.3400.

Welcome to the PSC, Kailey!