University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

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.

September 14, 2018

PSC Metrics - FY 2018

What did we do during Fiscal Year 2018? You can catch up by watching the PSC Metrics - FY 2018 video on the PSC website.

After-the-Fact (ATF) Purchases Reminder

An ATF purchase typically occurs when an organizational unit makes a large-dollar purchase (more than $10,000) before the PSC issues a purchase order (PO). For example, if you submit a requisition for over $10,000 in supplier services and then you authorize the supplier to begin work before the PSC issues the PO … that's an ATF!

And note: It doesn't matter if your requisition is for goods or services … or if your requisition is for one item over $10,000 or for multiple items totaling over $10,000 … or if the cost without shipping is $10,000 or less.

If you create an ATF, you must follow the steps in the PSC Procedural Statement After-the-Fact Purchases. Be sure to discuss with the designated campus contact first.

Why is an ATF a Bad Thing?

ATF purchases result in delayed payments to suppliers who have, in good faith, provided goods or services to CU. They undermine the strong working relationships that we strive to create and sustain with supplier partners.

How do you avoid ATFs?

Be sure everyone in your org unit understands the ATF policy. Be clear that only the designated individuals are authorized to initiate purchases on behalf of the unit.

Questions? Contact the appropriate purchasing agent for the commodity.

PSC Staff News: Kaye Stewart-Hicks Retires

Congratulations to Administrative Supervisor Kaye Stewart-Hicks, who retires from CU on September 30.

Kaye received her undergraduate degree in geology from Montana State University and her first career was as a petroleum geologist. She subsequently worked at the Denver Performing Arts Center (DPAC), where she enhanced her love for musical theatre and opera. She also has a nursing degree from CU Health Sciences Center so she was particularly excited to begin working here in 2010.

Looking back, Kaye notes a particularly outstanding memory when she was part of a PSC team that was semi-finalist in the CUSP (now CU Innovation & Efficiency) employee recognition program. Looking forward, she plans to travel extensively both in the US and abroad.

Please join us in wishing Kaye the best of luck!

PSC Town Halls in October

Get up-to-date on news and events at a PSC Town Hall. Our staff will be on all campuses in October to discuss a variety of procurement topics. Each town hall will be followed by a training session on either the Concur Travel & Expense System or CU Marketplace system.

Registration is available now:

- October 9: CU System
- October 11: UCCS
- October 16: CU Boulder
- October 18: CU Anschutz Medical Campus
- October 23: CU Denver

Questions? Contact Denise.Nakamichi@cu.edu.

Non-Employee Reimbursement in Concur

Many of you have already started using the new Non-Employee Reimbursement (NR) process in the Concur Travel & Expense System – thank you! With the new process in effect for a while, we'd like to let you know what we're seeing … and give you a few tips.

Daily Meals Expense Type

We've seen NR reports that don't specify exact travel days or that request full per diem on first/last day of travel. Please remember:

- Do provide travel dates in the comment field on the expense report header.
- Don't use the itinerary feature that's used to calculate employee per diem.
- Do use the Daily Meals expense type for each day of travel. Pick the First/Last day expense type on travel days.
- For travel to Boulder, Colorado Springs, Denver, and Aurora: per diem rate is identified in the expense type description.
- For travel to other destinations: please look up the allowable per diem on the GSA website.

Payee Information

We've seen NR reports that don't have the full non-employee name/address or that don't provide this information in the correct field. Please remember:

- Payee name/address will print on the check exactly as entered in the header.
- Do enter the payee name (Firstname space Lastname with normal upper/lower case) in the designated field.
- Do provide complete street address for your department (not campus box) if you want the check sent to your unit.

Foreign Travel Expenses

Expenses in foreign locations default to the local currency and convert to US dollars according to transaction date. To change to US dollars, either change the currency designator to US dollars or enter the appropriate amount in the total US dollar field. **Questions?** Contact FinProHelp@cu.edu.