PSC COMMUNICATOR

News from the Procurement Service Center

University of Colorado
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To receive the newsletter via email:
Email uis@cu.edu and
ask to be added to the User Alert list.

November 14, 2017

CU Receives E&I Cloud Leadership Award

We're pleased that the University of Colorado has been named one of the recipients of the inaugural Cloud Leadership Awards from E&I Cooperative Services (E&I).

Winners in six categories were recognized this month at the 2017 Educause conference. CU was honored for **Collaboration** – as measured by "the percent of campus faculty, staff, and students using cloud-based collaboration tools."

Other award categories were:

- Cloud Identity Access Management;
- Cloud Storage;
- Backup/Disaster Recovery;
- Hybrid IaaS/PaaS; and,
- Innovation.

E&I is a member-owned, not-for-profit sourcing cooperative delivering expertise, solutions, and services to education and related institutions.

Marketplace Reminder

When you keep your shipping information up-to-date in CU Marketplace, you save yourself (and your department) a lot of time! You can store one on-campus location … or many … in your Marketplace profile. This makes your shopping easier and faster.

You can also store SpeedType and Requestor information in your profile.

For a refresher on how to do this, go to www.cu.edu/psc/policies/adding-ship-locations-your-cu-marketplace-profile.

Copier Update:
Online Receiving is Out

We've eliminated the requirement to do online receiving for Xerox and Konica Minolta orders.

Previously, receiving was required for Xerox and Konica POs greater than $10,000. Effective November 1, 2017, you no longer need to do receiving for any Xerox and Konica POs, regardless of dollar amount.

Why the change? The invoiced number of copies is based on the machine's actual count. In addition, most users were receiving all at once, which provided little value.

Questions? Contact the Finance & Procurement Help Desk at 303.837.2161 or FinProHelp@cu.edu.

Commercial Card Email Updates

Effective December 4, 2017, you'll start seeing enhanced email notifications for your Procurement Card transactions … and new notifications for your Travel Card.

Let's take a look at the changes coming …

Procurement Card

- *Weekly Procurement Card Transactions* – A consolidated list of the cardholder's transactions from the previous week will be sent to the Approving Official (AO) each Monday. This list will no longer be sent to the cardholder, as the cardholder receives detailed information when each charge comes into Concur.

- *Procurement Card Transaction Aging Report* – A list of the cardholder's transactions that are more than 30 days old and have not been submitted on an expense report, sent to the cardholder and AO on the 15th of every month. A consolidated list will now be sent to delegates at the same time.

Travel Card

- *Travel Card Transaction Aging Report for HR Supervisors* – A consolidated list of the cardholder's transactions that are more than 60 days old and have not been submitted on an expense report. This list will now be sent to HR Supervisors on the 15th of every month.

- *Travel Card Transaction Aging Report for Cardholders and Delegates* – A list of the cardholder's transactions that are more than 30 days old and have not been submitted on an expense report. This list will now be sent to cardholders and a consolidated list will be sent to delegates on the 15th of every month.

Cardholders and approvers find weekly/monthly emails useful for a variety of reasons, including ensuring the timely submission of expense reports. We hope the pending changes facilitate your department's commercial card business processes.