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PSC COMMUNICATOR

News from the Procurement Service Center

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November 29, 2018

Top 5 Tips to Ensure a Successful Requisition

Here's a question for department staff charged with procurement responsibilities:

- What can you do to facilitate processing of your purchase order requisition in CU Marketplace?

Here's the answer (actually, several answers): the top five tips to ensure a successful requisition!

Tip #5

Attach all documents you've received from the supplier. This includes contracts, quotes, and emails/other communications.

Tip #4

Standing Purchase Orders (SPOs) are a beast of their own! So remember these pointers:

- SPOs are used if we will receive multiple invoices where amounts are different.
- SPOs should only have one line item.
- SPOs cannot be backdated.
- SPOs are valid for one year unless tied to a solicitation or service agreement.
- Quantity is the number of units being purchased and Dollar is always $1.

Tip #3

Use a catalog supplier if your item is available from one. Catalog suppliers are listed on the home shopping page in CU Marketplace.

Tip #2

Fill in a proper description – one the supplier will clearly understand. Do this even if you have a quote

And the #1 Tip to ensure a successful requisition:

Use the correct form!

- For help deciding which form to use, see our summary at www.cu.edu/psc/training/quick-reference-guide-forms.

Questions? Contact the purchasing agent for the commodity (see www.cu.edu/psc/commodity-listing), or contact the Finance & Procurement Help Desk (FinProHelp@cu.edu).

PSC Staff News: Introducing Tyler West

We're pleased to welcome new Purchasing Agent Tyler West.

In his role at the PSC, Tyler is responsible for procuring vehicles, parking services, mailing, moving services, document storage, document shredding, and furniture. Prior to joining CU, he served in the U.S. Army as a Chemical, Biological, Radiological, and Nuclear Specialist, and worked as Director of Purchasing for Broome County, New York.

Tyler was born and raised in New York and graduated from Binghamton University with a B.A. in Philosophy, Politics, and Law and Biological Anthropology. Post-graduate work includes a Master's in Public Administration (Binghamton), a Graduate Certificate in Finance (Harvard University), and a Master's of Science in Supply Chain (pending, CU Boulder).

When he's not working, Tyler enjoys family time with wife Erin and their three sons, coaching special needs hockey, and playing a variety of indoor and outdoor sports.

You can reach him at Tyler.West@cu.edu or 303.764.3433.