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PSC COMMUNICATOR

News from the Procurement Service Center

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To receive the newsletter:
email your Employee ID # to FinTrnHelp@cu.edu
and ask to be added to the PSC newsletter list.

December 1, 2020

Official Function Event Types in Concur

Over the years, we've received a number of questions regarding the Event Type choices available for official function expenses in Concur. The Concur dropdown list includes many types of events not defined in the PSC Procedural Statement Official Functions.
Effective January 4, 2021, we'll be updating Concur's Event Type options – reducing the number of event types that are presented in the system to align with those listed in the procedures and on the Official Function form.
The most common types of official functions are:

- Community relation functions - external (directly related to the University's instructional, research, or public service mission)
- Donor cultivation, solicitation, and stewardship official functions - requires use of Fund 36 (advancement/development funds)
- Employee recognition/appreciation events and retirement functions
- Goodwill functions - for official guests/volunteers to indicate goodwill or esteem
- Multi-unit or multi-campus events - participating units may not report to the same officer, and events may not occur more often than monthly
- Recruitment functions - held to enlist new staff, faculty, post-/pre-doctorates, student athletes, etc.
- Student functions - hosted for students, and directly related to student educational development (e.g., student recognition, recruitment, and program development)
- Training Functions - held to enhance staff knowledge or educate employees, associates, or other individuals (should have written agendas/study materials and be led by identified presenters)

If your department purchases food/beverage for such events, we encourage you to review the Official Functions procedures. Remember that, in Concur, Official Function information is provided as part of the expense line; in CU Marketplace, the Official Function form itself is uploaded as an internal attachment to the requisition.
Questions? At the bottom of the Official Functions procedural statement, click on the toggle labeled **Have a question or feedback**?

Conference/Event Registration Reminders

With more employees pursuing professional development opportunities online, it's a good time to revisit our conference/event registration guidance. Note that the following points apply whether the event is virtual or in person:

- We recommend that you use your University Travel Card – or a Procurement Card – to pay for your conference or event registration.
- If you pay personally for a conference or event registration, you cannot be reimbursed until after the event is completed.

For more information on allowable travel expenses and reimbursement processing, refer to the PSC Procedural Statement Travel.

New PSC Team Members

We continue to introduce staff who joined us this year – many of them virtually, so we at the PSC haven't met them in person yet. In this issue, meet:
Sasha Rahmann, Business Intelligence Manager
Sasha's role (and passion) is to create procurement reporting that is easy to use, effective, and efficient for the user while telling a story and highlighting areas of importance and opportunities.
She comes to the PSC from Vail Resorts, where she worked as a procurement analyst developing the business intelligence (BI) reporting landscape and as a marketing analyst driving reporting automation and enhancements for channel analytics. Her procurement/BI career began at JBS in Greeley, where she introduced real-time self-service reporting via QlikView. A Colorado native, she graduated from CSU in Fort Collins (Business Administration). Sasha and her husband have two daughters and two English Shepherd dogs. They enjoy the outdoors, camping, hunting, and going to the lake.