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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.

January 27, 2017

2017 PSC Customer Satisfaction Survey

The annual PSC Customer Satisfaction survey is now open. We invite you to take this opportunity to provide feedback about the PSC as a whole, the individual groups within the PSC, and the tools we use to communicate with you. Your opinions and comments are very valuable as we work to improve service for our University customers.

The survey is open through Sunday, February 5.

Go to: www.surveymonkey.com/r/2017pscsatisfaction.

Questions? Contact Kelsey Garvella at Kelsey.Garvella@cu.edu or 303.764.3404.

PSC Staff News: Supplier Support Staff Changes

We're pleased to announce that Susannah Hutchison has moved into a new role as Supplier Support Specialist within the PSC Procurement Systems team.

Together with Supplier Support Coordinator Carolyn Johnsen, Susannah is responsible for processing supplier registrations received through the Supplier Portal in the CU Marketplace. This includes reviewing online supplier registrations to ensure accurate and complete documentation prior to providing final approval; updating supplier remit-to addresses; and, entering non-Marketplace suppliers (including non-employees and CU students) into the supplier database.

The Procurement Systems team includes (from left to right): Pam Andrade, Kaye Stewart-Hicks, Carolyn Johnsen, Betty Heimansohn, Susannah Hutchison, Sunny Herrera, Kara Finch, Adam Rodriguez, and Jaime Mendez.

New Video: Adding Meal Per Diem to Expense Reports

Do you need to purchase meals during a University business trip?

The Meals & Incidental Expenses per diem is the maximum dollar amount allowed for eligible meals that you need to purchase during a University trip. You don't pick an expense type to create your per diem amounts. Instead, you use an Itinerary to calculate meal per diems and add them to your expense report.

Now there's a quick how-to video available to help.

Check it out and tell us what you think! Email FinProHelp@cu.edu.

Hotel Program Update for 2017

The new 2017 rates for our local hotel program are now available.

We've worked hard to establish relationships with local hotels to provide a preferred hotel program that benefits our travelers and guests of the University.

Our negotiated rates at preferred hotels are lower than rates typically available at these properties. In some cases, we've negotiated added values and amenities.

We encourage you to review the website now.

Airline Ticket Upgrade Guidance

We've updated our Travel procedures with additional guidance on seat upgrades and Business/First Class travel. These exceptions are allowable under certain situations. Approval must be documented within the department prior to ticket issuance.

For details, see the PSC Procedural Statement Travel.

Strategic Procurement News

PSC Strategic Procurement Team

The Strategic Procurement team works to identify ideal supplier partnerships, add value to each phase of the procurement process, and develop new strategies to find cost reductions for departments.

Learn more at www.cu.edu/psc/strategic-procurement.

Scientific Supplier Updates

Life Technologies is now officially known as Thermofisher Life Science Group. Delivery charges have been reduced to $33/shipment for regular shipments.

Effective January 1, 2017, most Promega products will be available through the Fisher Scientific Marketplace catalog at standard Promega prices.

Laxco, a manufacturer of lab instruments, is using Fisher Scientific as their exclusive distributor. Their products are available in the Fisher Scientific Marketplace catalog.

Fisher Scientific Ordering Tip

When ordering from Fisher with a quote, don't use the non-catalog form. Instead, go directly to the Fisher punch-out catalog. Click on Your account > quotes and select your quote. Click view details and complete the quantities, and click add to cart. This will reduce the time required to turn your quote into an order.

Airgas Delivery Update

Cut-off time for next-day deliveries from Airgas is 2:00 p.m. Orders after 2:00 p.m. will be delivered two days after the order is placed.

Staples Copy Paper Update

Did you know ... 30% recycled paper is less expensive, more environmentally friendly, and performs just as well as virgin paper!

- 30% Recycled (SKU 492071): $3.18
- Virgin (SKU 135855): $3.40