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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.

February 23, 2017

PSC Staff News: New Payables Team Member

We're pleased to introduce our new Payable Specialist, Miranda Liddle.

Miranda has experience working in both the public and private sectors.

She comes to CU from the City and County of Denver, where she worked in Accounts Payable for the past three years. Her areas of specialization there were Parks & Recreation, Social Services, and Library.

Miranda has a bachelor's degree in Psychology from Colorado State University and is a Colorado native. No surprise, then, that she enjoys camping and hiking throughout our beautiful state. She's joined in outdoor activities by her five-pound Chihuahua. "Dre" is fearless in his love of wilderness … Miranda says he's a big dog trapped in a small dog's body!

Welcome to CU, Miranda!

New Video: Adding Mileage to Expense Reports

Do you use your personal vehicle for University business? For example: Do you sometimes use your car to get to another campus for a committee meeting? Or occasionally drive to DIA to catch a flight to a conference?

In these cases, you may be able to request reimbursement for the mileage you drive. (Remember that – on any given day – you can only be reimbursed for mileage in excess of your normal round-trip commute to your primary work location.)

Concur has a helpful Mileage Calculator that helps you figure out your mileage expenses. And now there's a quick how-to video that shows you how it works!

Interested in other videos? Check out these recent additions:

- Adding Meal Per Diem to Expense Reports
- Looking up Payments in the Finance System
- Looking up Study Subject Payments

Comments? Email FinProHelp@cu.edu.

Marketplace First!

When you need to purchase goods or services, we encourage you to think **Marketplace First**!

CU Marketplace supports a competitive purchasing experience that is fast and convenient, and that offers consistently fair prices.

- When you purchase through the CU Marketplace instead of with the Procurement Card, you eliminate the requirement to allocate that purchase in the Concur Expense System. This saves your department effort.
- CU Marketplace transactions automatically upload to the Finance System, which eliminates posting delays and enhances reporting accuracy. This also saves your department time and effort.
- CU Marketplace facilitates electronic invoice processing from suppliers, which reduces delay in billing and – you guessed it! – saves your department time and effort.
- CU Marketplace ensures that your purchases are tax-exempt. This eliminates the need to monitor and correct Procurement Card purchases. This again saves your department time and effort!
- CU Marketplace knows your shipping address. Once you set your default shipping address, you don't need to repeat yourself.

Keep in mind that the full cost of an item goes beyond the hard costs (actual price of the purchased item) to include the soft costs (staff time and effort required to complete the purchase). So soft costs – such as the amount of staff time spent shopping, and the amount of time spent reconciling Procurement Card expense reports – should always be factored into the total cost of an item.

Furthermore, consistent use of the CU Marketplace maximizes CU's relationships with our preferred suppliers.

- When you purchase through the CU Marketplace, you know you'll get CU-negotiated contract rates.
- When you purchase through the CU Marketplace, you leverage the University's buying power with these suppliers.
- So … each purchase provides long-term benefits, including enhancing CU's ability to secure lower prices through future negotiated contracts.

For more information on roles and activities in CU Marketplace, visit www.cu.edu/psc/cu-marketplace.