

April 28, 2016

The Hospitality Expo 2016

Please join us Tuesday, May 17, for the 5th annual Hospitality Expo!

This popular event features [CU Preferred Hotel Program](#) properties, conference centers, caterers, and event service providers. For complete information, visit our [Hospitality Expo web page](#).

[Register now](#) and plan to visit us between 10:00 a.m. and 12:30 p.m. in the Krugman Conference Hall of Research Center 2, Anschutz Medical Campus,

We want to CU there!

CU Marketplace Satisfaction Survey: Tell Us what You Think

Greetings from the Procurement Service Center!

We would like to hear from all CU Marketplace users. We invite you to take a few minutes to complete the [2016 CU Marketplace Survey](#).

The survey requests feedback about all aspects of the CU Marketplace. Your opinions and comments are extremely valuable to us as we continue to evaluate how to best serve you, our customers.

The survey will be open through end of day, Thursday, May 5.

Questions? Contact Kelsey Garvella at Kelsey.Garvella@cu.edu or 303-764-3404.

PSC Calendar of Events - Recap

We've had many questions about our campus outreach schedule. So here's a general outline of what's happening when. Be sure to follow the PSC Communicator newsletter and PSC website for exact dates and registration information!

- "No Agenda" Forums (January & August)
- Open Houses (every March, to celebrate Procurement Month)
- Town Halls (spring and fall)
- Supplier Showcases (September)

FYE Procurement Deadline Coming Up

To assure delivery by June 30, Monday, May 2, is the last day to submit requisitions for purchases requiring DOCUMENTED QUOTES (purchases of goods \$5,000.01-\$500,000 using federal funds or \$10,001-\$500,000 using nonfederal funds; purchases of services \$5,000.01-\$500,000 using federal funds or \$50,001-\$500,000 using non-federal funds).

Questions? Contact the appropriate purchasing agent for the specific commodity.

Meet the PSC: Administrative Support & Vending

Greetings from the PSC Administrative Support & Vending team!

We are excited to share with you our roles at the PSC and how we contribute to the University.

Who are we?

Meet our team - from back to front and left to right:

Tony Tolin (Lead Vendor Specialist), Kaye Stewart-Hicks (Administrative Supervisor), Sunny Maurer (Administrative Assistant III), Pam Andrade (Assistant Small Business Liaison Officer/Technician IV), Charlene Lydick (Director of Procurement Operations), Carolyn DeTemple (Administrative Assistant II)



What do we do?

The Administrative Support Services team handles vital behind-the-scenes functions to support the entire PSC. These include managing the documents sent to APIInvoice@cu.edu – ensuring accurate, timely distribution to Payable Services so that invoices can be processed. They also make sure that invoices are maintained accurately in our imaging database.

The Vending team reviews online supplier registrations to ensure accurate and complete documentation prior to providing final approval. In addition, Vending staff updates supplier addresses (so payments are sent to the correct address) and enters all non-Marketplace suppliers (including non-employees for reimbursements/refunds, study subjects, and CU students) into the vendor database.

Why do we do it?

Accurate supplier data is crucial in order to obtain and pay for the many goods and services required by University departments. Invoices must be quickly and efficiently processed to meet the University's financial obligations.

We'd love to hear from you and discuss our program in more detail. Contact Charlene.Lydick@cu.edu.