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News from the Procurement Service Center

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May 22, 2017

PSC Staff News: Sondra Payne Completes CPPB Certification

Congratulations to Commercial Card Program Specialist Sondra Payne, who recently attained certification as a CPPB (Certified Professional Public Buyer).

The CPPB designation documents professional competence and knowledge in the field of public procurement and identifies the person as part of a select group of procurement professionals. Certification requires that the individual meet high standards of proficiency as demonstrated through work experience, completion of procurement-related training and coursework, and superior performance on an examination.

We acknowledge Sondra's hard work and dedication and applaud her for this accomplishment. Please take a moment to congratulate her the next time you work with her on a commercial card issue!

Tips from Payable Services: Are You Using Current Payment Forms?

If you prepare any of the following PSC forms – Non-Employee Reimbursement (NR), Payment Authorization (PA), or Study Subject Payment (SSP) – please be sure to submit the current version of each form.

The only way to ensure that you're using the most current version is to go to the PSC Forms website at www.cu.edu/psc/forms. Don't rely on form versions that you've saved to your desktop!

Why does this matter?

We update our forms in response to issues or problems associated with form use, including modifying instructions to address common user errors in form completion. So using the current form is essential to ensure that the information provided is complete and accurate.

Questions? Contact FinProHelp@cu.edu.

Inside the PSC: Travel & Commercial Card

In previous newsletters, we've taken a look at the Strategic Procurement team and the Payable Services team. Now, we're focusing on the Travel & Commercial Card unit.

The Travel & Commercial Card team administers the University's travel management program, Travel Card, and Procurement Card. Key responsibilities include:

Program compliance - activities to assure that individuals who travel and purchase on behalf of CU comply with relevant policies and procedures, including use of the designated forms.

Fraud referrals - notification of fraudulent use to the card-issuing institution (US Bank) and coordination with the affected employee to assure timely replacement of Procurement Card/Travel Card.

Cash advance process work - setting up employees so they can request cash advances in the Concur Travel & Expense System, reviewing requests for advances, issuing advances, and monitoring return and reconciliation of advance amounts.

New cards and card changes - review and processing of card application/update forms.

Relationships with travel suppliers and US Bank - managing CU's numerous contracts for travel management services, airlines, hotels, and commercial cards.

Customer surveys and recommendations for change - soliciting and responding to input from our department customers in order to continuously improve the CU travel program.

We know that managing travel and expense is strategically important to CU's mission – and its bottom line. Our goal is to serve CU and its employees by delivering both cost-savings and positive customer experiences.

Questions? Contact Mary.Martin@cu.edu at 303.764.3458