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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.

October 23, 2017

Travel & Expense Survey

The PSC's goals are to continuously improve CU's overall travel and expense program and enhance the tools used to arrange travel itineraries and create expense reports.

In our 2017 Concur Travel & Expense Satisfaction Survey, we ask you to evaluate the changes made to Concur over the past year and rate your overall satisfaction with the travel and expense program.

Your feedback is important! Please take 10-15 minutes to go to www.surveymonkey.com/r/2017travelandexpense and complete the survey. The survey will be available through November 3, 2017.

PSC Staff News: Introducing Bethany Highfill

We're pleased to introduce new Strategic Procurement Analyst Bethany Highfill. Bethany began working on the PSC Strategic Procurement team on October 1. Prior to joining CU, she worked in the mutual funds industry.

Bethany is a new mom to daughter Lillian. She loves to hike, camp, run, watch football, and play basketball. Her favorite season is football season, where you can usually find her rooting for the Chiefs. We're happy she's here!

You can reach Bethany at Bethany.Highfill@cu.edu or 303.764.3404.

PSC Staff News: Staff Members Join NAEP Regional Board

Congratulations to PSC Director of Strategic Procurement Duane Tucker and Director of Procurement Systems Kara Finch.

• Duane is the new President of the Rocky Mountain Region (District VI) of the National Association of Educational Procurement (NAEP). He previously served as 1st and 2nd Vice President.

• Kara has just been elected 2nd Vice President of the region.

In the photo below, Duane (center) and Kara (right) are joined by 1st Vice President Veronica Trujillo (University of New Mexico) at the 2017 District VI regional meeting.

PSC Forms: Reminders

Do you prepare purchasing, payable, or travel forms to submit to the PSC? If you do, please remember that:

• All required signatures and documentation must be included with the form.

• The form and supporting documentation must be legible.

Questions on filling out a form? Contact FinProHelp@cu.edu.