

November 21, 2016

PSC Staff News

There's a lot to catch up on this month!

Sandy Hicks Receives CU Leadership Award

Congratulations to Associate Vice President & Chief Procurement Officer Sandy Hicks. Earlier this month, Sandy was honored with the 2016 Excellence in Leadership Award.

The award recognizes graduates of the Excellence in Leadership Program (ELP) who have shown exemplary leadership at CU. Sponsored by the Office of the President, ELP seeks to develop high potential individuals as effective leaders.



Welcome New Purchasing Agent Kathy Chang

PSC Purchasing Services is delighted to welcome new Purchasing Agent Kathy Chang to their unit earlier this fall.

Kathy began her career at the PSC in 2008 as a student worker before being hired as a Supplier Relationship Specialist in the Strategic Procurement unit.

In her new role, Kathy specializes in copiers, furniture, gases (medical and industrial), and other commodities (see the Commodity Listing at <https://www.cu.edu/psc/commodity-listing> for more information).

You can reach her at Kathy.Chang@cu.edu.

Stephanie Juarez Promoted to Senior Payable Specialist

Congratulations to Stephanie Juarez (formerly Stephanie Frazer), who was promoted this summer to Senior Payable Specialist. Stephanie joined the PSC in 2014, coming to CU from the City and County of Denver, Child Support Accounting Unit.

She now handles new complex duties in addition to her alpha (supplier) assignments.

US Bank Update: Setting Your Own PIN

Effective November 14, 2016, when cardholders contact US Bank to activate Procurement or Travel Cards, they will be prompted to select a four-digit Personal Identification Number (PIN). Cardholders no longer need to wait for their PINs to be generated by the bank and mailed to them.

Some important things to keep in mind:

- After you select your own PIN, you might still receive a PIN from the bank – depending on when your card was ordered. If this happens, just discard the PIN you receive in the mail. The PIN you selected is your actual PIN.
- To change your PIN, contact US Bank. You'll need to know your current PIN in order to change it. (If you forget your current PIN, you'll have to request a PIN mailer.)

Questions? Contact Sondra.Payne@cu.edu.

New Supplier Request Form

There's a New Supplier Request form now available in the CU Marketplace Forms section of the Marketplace home page.

Now, when you want to work with a new supplier or honorarium recipient, you submit this form to the PSC instead of sending an invitation directly to the supplier. (Note that on the New Supplier Request form, you only need to fill out the fields that are starred.)

For step-by-step instructions, see the [new Marketplace learning resources on the PSC website](#).

What does this new process mean for you and your suppliers?

- Fewer duplicate supplier profiles
- Easier process for Honorarium recipients
- One point of contact for you and your suppliers
- Centralized invitation process
- Streamlined registration allowing for faster supplier set-up

Questions? Contact FinProHelp@cu.edu.