

April 6, 2016

Event Contract Reminder

Are you planning a special event to recognize students, faculty, or staff for achievements this past year?

Please note that commencement events, banquets, and receptions typically require a contract. And CU policy requires that **all** event contracts (for facility use, guest lodging, catering, etc.) – **regardless of dollar amount** – be processed through the PSC for review and signature.

You must not make any deposits or advance payments for event services until the associated contract is properly reviewed and approved. Remember that advance payments over \$5,000 require a completed [Advance Payment form](#) ... and your campus controller must sign that form if the advance payment exceeds \$10,000.

Please submit all contracts to the PSC as soon as possible. We work on contracts as quickly as possible but given our volume, it is not feasible to complete contracts in just one or two days.

As a general rule, please allow:

- ◇ *Two weeks for small-dollar (up to \$5,000) contracts. Email the contract to OfficialFunctions@cu.edu.*
- ◇ *Three to four weeks for large-dollar (>\$5,000) contracts. Attach the contract to the appropriate CU Marketplace form*

Be sure to include supplier contact information to facilitate the process. This means identifying name (who will be signing the contract), address, phone number, and email address.

Questions?

For events up to \$5,000 - contact Megan DeGrood, 303.764.3437.

For events over \$5,000 - contact Jennifer Casanova, 303.764.3413.

Reminder: Procurement Cutoff Date

Your first procurement cutoff date is coming up.

To assure delivery by June 30:

- ◇ **Fri, April 8**, is the last day to submit requisitions for purchases of goods or services in excess of \$500,000.

Your requisition must be approved, and all necessary documentation provided to the PSC, by this date. Requisition comments must state that the procurement needs to be received by June 30, 2016.

Questions?

Contact the appropriate purchasing agent for the specific commodity.

Meet the PSC: Procurement Systems

Greetings from the PSC Procurement Systems!

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 left to right, back row: Susannah Hutchison (Procurement Systems Specialist), Jaime Mendez (Procurement Systems Administrator)

Front row: Betty Heimansohn (Procurement Systems Administrator), Kara Finch (Director of Procurement Systems)

What do we do?

The Procurement Systems team provides systems administration and end-user support for Marketplace and Concur Travel & Expense. We collaborate with internal groups, such as the OUC and UIS, to coordinate tasks associated with system releases, enhancements, and integration testing. Since both Marketplace and Concur are hosted by the software suppliers, we are in frequent contact with each of those companies in order to maintain/test integrations with the PeopleSoft Finance System. We strive for continuous improvement and seek out opportunities to leverage existing systems and new technologies for enhanced operational value.

How do we do it?

We coordinate testing for regular system releases and make system configuration changes to support CU policy or assure more efficient processes. We also support functional aspects of Marketplace (user administration, supplier enablement, supplier management, contract management, solicitations, invoicing) and Concur (general/user administration).

Why do we do it?

To support the [PSC mission!](#)

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