

April 19, 2007

Plan Your Purchases: Fiscal Year 2007 Procurement Cutoff Dates

Do you still need to obtain large-dollar goods or services with this year's money?

If yes, the following dates will assist you with your fiscal year-end (FYE) planning. Procurement Service Center (PSC) Purchasing Services will process all requisitions that meet this schedule and will work with the vendors to assure delivery by June 30.

Goods and services must be received by June 30 in order to be an expense in FY07. To ensure delivery by June 30, 2007, your reqs must be approved, and all necessary documentation provided to the PSC, according to the following schedule:

Goods and services must be received by June 30 in order to be an expense in FY07.

Friday, May 4 – Purchases requiring Formal Bids

Last day to submit PO/SPO Requisitions for purchases that will require formal bids (purchases of goods/services in excess of \$150,000). Your requisition Comments must state that the procurement needs to be received by June 30, 2007.

Friday, May 18 – Purchases requiring Documented Quotes

Last day to submit PO/SPO Requisitions for purchases that will require documented quotes (purchases of goods \$10,001-\$150,000, and purchases of services \$25,001-\$150,000). Your requisition comments must state that the procurement needs to be received by June 30, 2007.

Friday, June 1 – Other purchases using FY07 funds

Last day to submit all other PO Requisitions that will use FY07 funds. Your PO Requisition Comments must state that the procurement needs to be received by June 30, 2007.

Questions should be directed to the [appropriate purchasing agent for the specific commodity](#).

Procurement Card Program News

A revised handbook... and updated forms

Procurement Card Cardholders, Approving Officials, and Reallocators, take note: the revised [Procurement Card Program Handbook](#) is now available on the Procurement Service Center (PSC) web site.

Look for clarifications on the issuing and processing of violation points (see page 33 of the new handbook).

In addition, a number of the Procurement Card Program forms have been updated. To see the new Violation Notification Form (formerly Violation Warning) and other revisions, visit the PSC Forms page at www.cu.edu/psc/forms.

Note: A special restaurant exception is no longer required. All procurement cards will include the MCC group which allows purchases at restaurants. Keep in mind, all University policies and procedures apply to these purchases.

Finance System Updates

SPO Adjust

The new SPO Adjustment page allows authorized individuals to modify select information on dispatched Standing Purchase Orders (SPOs). You can now adjust the Encumbered Amount/ Amount to Add Next Fiscal Year; change the current ChartField distribution or create multiple distributions; and close SPOs.

Technology Requests

This page allows authorized individuals to create requests for Personal Technology Authorization (PTA) numbers. According to the new [PSC Procedural Statement on Personal Technology and Telecommunications](#), the PTA # is required to purchase wireless telecommunications equipment and pay for ongoing wireless telecommunications services.

If you can create requisitions, you can now also make SPO Adjustments and create Technology Requests. If you can approve requisitions, you can now also approve SPO Adjustments and Technology Requests. For help on how to do this, refer to the [Step-by-Step instructions](#) on the web.

PO/SPO email notification

You asked for it – you got it! Now the requestor will be notified by email when a new Purchase Order or Standing Purchase Order is dispatched. The message identifies the PO/SPO Requisition number, vendor, PO/SPO number, and dispatch date.

Sandy Hicks elected Second Vice-President of NAEP

Hicks will serve on the Board of Directors for a five-year period, moving through the chairs of office to the presidency.

Sandy Hicks, CPPB, was recently elected as the Second Vice-President of the National Association of Educational Procurement (NAEP). This is a prestigious honor for the University of Colorado as well as a tremendous accomplishment for Sandy personally. Sandy will consecutively occupy all chairs of office over the next five years, serving as the President of NAEP in 2010.

NAEP is highly influential in the world of higher education purchasing. NAEP consists of more than 4,000 procurement professionals, representing 1,500 of our country's most respected educational institutions.

A long-time member of NAEP, Sandy served as the Program Committee Co-Chair for the 2007 NAEP Annual Meeting and has been a frequent speaker at regional, district and national events. Sandy, serving as Director of Purchasing for the University of Colorado system since 2000, manages a staff of 24, including 18 purchasing professionals.

