

June 20, 2016

Charlene Lydick Retirement

Charlene Lydick will be retiring at the end of June.

Charlene joined CU in 2003, bringing with her a varied background in telecom and internet-hosting, as well as 15 years of purchasing at Swedish Medical Center. She's worn many hats during her time at the PSC, too: Purchasing Agent, Small Business Liaison Officer, Purchasing Manager, Associate Director, and Director of Procurement Operations (her current position).

We asked Charlene to comment on 13 years at CU...

What have you enjoyed most about being here?

The variety: furniture to food to human cell lines to satellites. Being able to support the fantastic research done here. And all the great people.

What was your most memorable procurement?

There have been many! The Pouring Rights contract for Boulder that I worked on with Mary Martin – it took three years from start to finish. The custodial agreement for Denver/Anschutz. Overall, I'm most proud of how we've worked to change the focus of procurement to being a partner with campus departments.

What do you plan to do, after CU?

Dabble in painting, read more books, travel, go on motorcycle trips, and hang with my grandkids.

Best of luck in your new adventure, Charlene!



Stuart Littlefield Retirement

Senior Purchasing Agent Stuart Littlefield also retires in June.

Stuart began working for CU-Boulder as an undergraduate student in 1976. After graduating from the School of Business in 1980, he continued at what was then the Buying and Contracting unit on the Boulder Campus.

In 1999, during the four-campus consolidation of purchasing, payables, and travel, Stuart was hired by the newly created Procurement Service Center, moving from Boulder to Aurora and then to downtown Denver. During most of his almost-40 years at CU, he's specialized in complex lab equipment and supplies.

We asked Stuart about his career in procurement ...

What have you enjoyed most about CU?

Working with all the cutting-edge departments who are doing things no one else in the world is doing! Like Boulder JILA (Joint Institute for Lab Astrophysics) and their multiple Nobel Prize winners ... and so many other award-winning faculty, and the staff who support them.

What was your most memorable procurement?

I especially enjoyed working with Boulder LASP (Laboratory for Atmospheric and Space Physics) on many spaceflight projects, including trips to all eight planets in our solar system. My single most memorable procurement was their SORCE Satellite, competitively bid in 1998 for a roughly \$25 million purchase.

What do you plan to do in retirement?

I look forward to spending more time with my family, including our 13-year old twins. And I send my best to all the CU faculty and staff I've worked with over the years.

Enjoy retirement, Stuart!

FinPro Help Desk Closes over Noon Hour

Beginning Monday, June 20, the FinPro Help Desk will close over the noon hour. Business hours will be **Mon-Fri, 8:00 a.m.-12:00 p.m. and 1:00-5:00 p.m.**

We're making this change to provide the best service to our customers. Closing over the noon hour will allow us to schedule most trainings and meetings then, when contacts are lower, instead of turning off the phones during higher-volume hours.

Questions? Contact FinProHelp Manager Leslie Nittoli at Leslie.Nittoli@cu.edu or 303.837.2135.

Standing Purchase Orders: FYE Reminder

Any SPO with a balance less than \$1.00 will be closed at fiscal year-end; the encumbrance will not roll forward. If you need that SPO in the new FY, email your request to increase the dollar amount to Changeorder@cu.edu by Friday, June 24 (6:00 p.m.).

For more FYE details, see the [2016 Fiscal Year-End Information website](#).

New Temporary Labor Agreements

We have new mandatory temporary labor agreements.

- ◇ *Administrative: Job Store and Kelly Services*
- ◇ *Manual: Job Store and Resumes Online d.b.a. Rol-Inc*

You can work with either or both of the awarded suppliers for each area. For information on the positions available for quick placement, see the [How to Buy Temporary Services website](#).

The contracts offer flexibility with job descriptions and pay rates to meet department needs. Mandatory temporary staffing contracts for Information Technology (Equity) and Healthcare (Maxim) remain unchanged.

Questions? Contact Kathy Chang at Kathy.Chang@cu.edu or 303.764.3465.

New Video!

[Looking up Payments in the Finance System](#)

Find out if your Non-Employee Reimbursement (NR) and Payment Authorization (PA) forms have been processed.