



May 25, 2007

## New Household Moving Contracts

There are new moving contracts in place based on a recent bid for household moves for faculty and staff. The contracts include the two previous vendors as well as two new vendors.

Since the summer months are the busiest time of the year for residential moving companies and also the time CU engages in the majority of its faculty and staff moves, you should start your planning early. Our goal is to make this process as simple and quick as possible. CU now has agreements with four specific companies which must be used for **all** household moves. Please review your [How to Buy: Moving Services](#) guide and share this information with the appropriate incoming faculty and staff.

Remember:

- You must work with the moving company contacts listed on the Procurement Service Center (PSC) web site. They will coordinate with local agents for the actual quotes and moves.
- You must obtain at least two (2) quotes from the companies listed. The move is awarded to the company with the lowest price.
- You should plan and book your moves early to avoid delays during peak season.

Questions? Contact Stuart Littlefield at 303.315.2854 or [Stuart.Littlefield@cu.edu](mailto:Stuart.Littlefield@cu.edu).

## Cell Phone and Wireless Telecommunications Users

*Personal Technology Requirements Take Effect June 15*

**Reminder:** Beginning 6/15/07, departments must comply with all requirements of the [Personal Technology Procedural Statement](#).

This means that departments providing wireless telecommunications equipment/service must:

- develop organizational unit guidelines for providing this equipment/service;
- identify all recipients (both custodians of temporarily checked-out equipment and designated permanent users);
- ensure that custodians/other recipients complete required training (Fiscal Code of Ethics and Personal Technology Responsibility form);
- create and approve Personal Technology Authorization numbers (PTA#s) for custodians and other recipients (identifying their assigned equipment/service according to department guidelines); and,
- understand and implement reimbursement rates/restrictions and monitoring procedures.

**The following documents must reference the PTA#s:**

- Procurement Card receipts
- Standing Purchase Order (SPO) invoices
- Ongoing Payment Voucher reimbursement requests

**For occasional reimbursements:**

Ad hoc (non-recurring) reimbursements for wireless telecom service will only be processed if a strong business case/justification has been provided. Reimbursement for wireless telecom **equipment** will not be processed except in emergency situations.

Questions? Review the [Personal Technology Initiatives page](#) and [Step-by-Step Overview](#). And contact [FinProHelp](#) (303.315.2846) as necessary.

## FY 2007 Accrual Processing - What's New, What's Not

*Time to revisit the accrual process*

**Accrual** – the recording of an expenditure in one fiscal year for a good or service received in that year but paid in the next (fiscal) year.

*How it has changed for FY 2007*

**Purchase Orders** – As usual, for the amount to be accrued, you must complete online Receiving (dated or backdated June 30, 2007) for **all** POs... not just those above \$4,500.

*One change to the process this year: we will only create accrual entries for amounts of \$50.00 and more.*

**Payment Vouchers/Travel Vouchers** – As usual, for the voucher to be accrued, you must write “JUNE” under the total dollar amount on the voucher form. Payable Services will then check the JUNE BUSINESS box on the voucher page in the Finance System.

*A change to the process this year (thanks to Expenditure Control): transactions must be posted in FY07 in order to check FY07 available resources. Therefore – for vouchers marked June Business – the Finance System will change the accounting date from a default July entry date to June 30, 2007.*

**Standing Purchase Order Vouchers** – Here (following Payment and Travel Voucher logic) we have both familiar and new accrual processes. For the voucher amount to be accrued, you must do online SPO Voucher Approval regardless of dollar amount. (Or – for SPO invoices up to \$4,500 – you can mark the invoice “JUNE,” follow the usual OK to Pay procedures, and send the invoice to Payable Services.)

*SPO vouchers marked as June Business will have default July accounting dates changed to June 30, 2007.*

For more information, see the [Automated Accrual Process for FY 2007](#).

## Final Procurement Cutoff Date

*We're almost there...don't let up now!*

**Friday, June 1** – Last day for Purchasing to process PO Requisitions using FY07 funds

- Your PO Requisition must be fully approved and any additional required documentation must have been submitted to PSC Purchasing Services.

- Your PO Requisition Comments must state that the procurement needs to be received by June 30, 2007.

Questions? Contact the appropriate purchasing agent for the specific commodity.

## New How to Buys

The Procurement Service Center's handy list of How to Buy instructions just got longer. Joining the set of informative materials are the following new documents:

- **Printing** - Includes instructions for print publications, brochures, pamphlets, and other assorted printed materials. It also stresses the importance of using campus printing offices whenever possible.
- **Event Equipment Rental** - Includes instructions for the rental of equipment for events.

There have also been updates to the [Furniture](#), [Pager Services](#), and [Moving Services](#) How to Buys. See the list of [Who Buys What](#) for more information.