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Reminder: New OUC Forms Website and Forms Project Coming Soon [1]

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As discussed earlier this month [2], the OUC is excited to be nearing the launch date for our enhanced OUC Forms website. The redesign -- to go live at the end of April -- will involve two parts of our website at www.cu.edu/controller [3]:

1. **General OUC Forms webpage -** When you click on our new main OUC Forms webpage later this month, you'll see a consolidated listing of both longstanding “Finance” forms (the ones seen on the current OUC Forms page [4]) along with about a dozen forms that have previously only appeared on the Procurement Service Center (PSC) website, but which are in fact guided by Finance procedures as opposed to PSC procedures. (Some examples: Official Function, Recognition Reporting, Gift Card Authorization Request). After the OUC website redesign, these designated "PSC" forms will also appear on the OUC website -- but they will continue to be available from the PSC website. Best of all: based on campus input last fall, the new OUC Forms site will present an enhanced user experience, incorporating form descriptions, a search function, and clear directions on how/where to get help.
2. **Individual OUC Forms webpages -** When you select one of our OUC forms from the new website next week, you'll find a streamlined webpage. Based on campus input, the new individual form pages will offer reduced scrolling, with the form download link available right at the top of the webpage (instead of at the bottom). The improved individual forms webpages will also provide form process flow maps, FAQs, revision history, and feedback/help options.

Future Redesign of OUC Forms

- The individual forms themselves will not fundamentally change with the website updates later this month. As appropriate, we'll make just a few adjustments, e.g., updating submit-to information (such as removing fax numbers) and changing- for those designated forms - the PSC logo to an OUC logo.
- However, the enhanced website does pave the way for the **OUC Forms Redesign Project.** We've begun working with campus experts to review forms required by CU System Finance procedures. We're looking at business process, pain points, and desired reengineering out of Excel and into automated platforms (OnBase, Adobe, etc.).

We'll use the new form webpages as change management mechanisms, to share updates as we review the various forms. We'll also reach out to you with regular OUC Newsletter articles.

Questions/comments? Contact the Financial Services & Solutions (FSS) Help team at FSS@cu.edu [5].

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