PSC Newsletters [1]

Stay up to date on procurement and travel news with the PSC Communicator, our regularly-published, 1-page newsletter.

To receive the newsletter: email your Employee ID # to FinProHelp@cu.edu [2] and ask to be added to the PSC newsletter list.

Current Edition

December 9 [3]

- Copier Updates
- New Supplier Class in Marketplace
- Invoice Issues

Newsletter Archives

2020

December 9 [3]

- Copier Updates
- New Supplier Class in Marketplace
- Invoice Issues

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- Calendar Year-End Deadlines
- Introducing Kyle Van Horn

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- Event Types in Concur
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• Introducing Colin Dixon

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• United Airlines Tickets
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- Wire Payment Requests
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- PSC Internships
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- Are You Ready for Real ID?
- Southwest A-List Promotion

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- PSC Town Halls
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August 29
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- Stale-Date Check Prevention
- Introducing Ginni Mulder
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August 14
- Recent CU Marketplace Survey
- Supplier Showcases in September
- Southwest Airlines Update

August 1
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July 26
- Calculating Reimbursable Mileage
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- PSC Purchasing Staff News

July 13
- Document Storage Contracts
- PSC Staff News-Dave Korman
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- Combining Business & Personal Travel
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- CCi Fiscal Year-End Ordering Deadlines
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- Upcoming PSC Events
March 7
- Governor Proclaims: March is “Procurement Month”
- Moving Expenses: Tax Implications
- Travel & Hospitality Expo 2018

February 20
- How to Look up Payment Information
- CU W-9 Information
- Honoraria Tips

January 24
- Warrant Adjustments
- Introducing Shonna Hughes
- No Agenda Forums

January 10
- New Mileage Rate for 2018
- Robyn Nicastro Promoted
- Introducing Katie Brooks
- No Agenda Forums

2017

December 15
- Ken Witt Retires
- No Agenda Forums

December 5
- Concur Higher Education Leadership Forum
- 2017 Travel & Expense Survey Results
- CU Marketplace Catalog Updates
- Best Practices for Copy Paper Orders

November 14
- E&I Cloud Leadership Award
- CU Marketplace Reminder
- Copier Update
- Commercial Card Email Updates

October 23
- Travel & Expense Survey
- PSC Staff News?
- PSC Staff on NAEP Regional Board
- PSC Forms: Reminders

October 11 [57]
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- Inside the PSC: Purchasing Agents
- Upcoming Events

September 29 [58]
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- New Training Video
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- Non-Employee Travel
- Town Halls
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- Purchasing Tips
- Staff News
- Events

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**June 21**

- Small-Dollar Threshold
- Staff News
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**May 22**

- Staff News
- Payables Services
- Travel & Commercial Card

**April 28**

- CU Marketplace Customer Survey
- Strategic Procurement
- Concur
- FY 2017 Year-End Prep
- FYE Procurement Cutoff Dates

**April 12**

- NAEP Award
- Forms
- FYE Procurement Cutoff Dates
- Inside the PSC: Payable Services

**March 24**

- Satisfaction Survey Results
- Spring Supplier Show
- Travel & Hospitality Expo
- Official Functions Update
- FYE Procurement Cutoff Dates
- CCi Fiscal Year-End Ordering Deadlines
- Upcoming Events

**March 8**

- Staff News
- Strategic Procurement

**February 23**

- Staff News
- New Video
- Marketplace First
January 27
- Satisfaction Survey
- Staff News
- New Video
- Hotel Program
- Airline Tickets
- Strategic Procurement

January 11
- Purchasing News
- Concur News
- Travel News
- PSC Events

2016

December 21
- NAEP Innovators Forum
- PSC Staff News
- New Mileage Rate
- PSC Events

December 5
- Concur Higher Ed Forum
- New Training Video
- No Agenda Forums

November 21
- Staff News
- US Bank
- Supplier Request Form

October 25
- CU Marketplace
- Travel & Expense Survey
- Travel Card Tips
- PSC Town Halls

September 30
- NPI Award
- New Training Videos
- Procurement Card
- PSC Town Halls

**September 22**
- Concur Emails
- PSC Town Halls
- PSC Events

**August 31**
- PSC Metrics
- Staff News
- After-the-Fact (ATF) Purchases
- Upcoming PSC Events

**August 12**
- Supplier Showcases
- Staff News
- CU Marketplace Survey
- Airgas Pricing
- Copy Paper
- Upcoming PSC Events

**July 27**
- Fisher Scientific
- New Training Video
- DIA Parking
- CCi Survey
- International Payments
- Upcoming PSC Events

**July 13**
- Staff News
- Marketplace Survey
- No Agenda Forums
- Upcoming PSC Events

**June 30**
- Staff News
- New Training Videos
- NAEP Meeting Presentations
- Upcoming PSC Events

**June 20**
- Staff News
- FinPro Help
- Standing Purchase Orders
- Temporary Labor Agreements
- Looking Up Payments

**May 31**

- Strategic Procurement News
- Procurement Recap
- Meet the PSC

**May 18**

- Business Travel News Article
- PSC Staff News
- FYE Procurement Deadline
- Strategic Procurement News
- CU Marketplace

**April 28**

- Hospitality Expo
- CU Marketplace Survey
- PSC Events
- FYE Procurement Deadline
- Meet the PSC

**April 19**

- Concur Innovation Award
- 2016 PSC Customer Satisfaction Survey
- PSC Staff News
- Hospitality Expo

**April 6**

- Event Contract Reminder
- Procurement Cutoff Date
- Meet the PSC: Procurement Systems

**March 24**

- Town Halls
- Supplier Show
- CCi News
- Fiscal Year-End

**February 29**
- Learning Bites
- Spring Supplier Show
- Fiscal Year-End
- Meet the PSC
- Customer Survey

**February 8**

- Open Houses
- Hiring a Retiree
- Preferred Hotel Program
- Staff News

**January 14**

- Staff News
- PSC Forums
- New Mileage Rate
- Strategic Procurement

**2015**

**December 23**

- International Travel
- Learning Bites
- PSC Forums
- New Mileage Rate
- Meet the PSC

**December 10**

- International Travel
- Concur Webinar
- Card PIN Numbers
- HCM/FIN Upgrade
- CU Marketplace Help
- PSC Forums
- Staff News

**November 24**

- Learning Bites
- HCM/FIN Upgrade
- Staff News
- Meet the PSC
November 13

- International Travel
- HCM/FIN Upgrade
- Staff News

November 2

- HCM/FIN Upgrade coming in December

October 30

- Learning Bites
- PSC Metrics
- Staff News
- Meet the PSC

October 12

- NPI Award
- Concur Survey
- Staff News

September 22

- Staff News
- Strategic Procurement Institute

August 25

- Learning Bites
- Staff News
- FinPro Help Desk News
- Supplier Showcase
- Meet the Payable Services Unit

August 11

- CU Marketplace Survey
- Forms
- Supplier Showcase
- After-the-Fact Purchases
- Concur Learning Resources

July 30

- Learning Bites
- Supplier Showcases
- Meet the Strategic Procurement Unit
July 20
- Customer Survey
- Supplier Showcases
- CU Marketplace
- Staff News

June 30
- Staff News
- Fiscal Year-End
- Strategic Procurement
- Travel

June 15
- Meet the PSC video
- Staff news
- Fiscal Year-End
- Automated Accrual Processes

May 29 - Special Edition
- CU Supplier Portal
- FAQs

May 13
- PSC Recognized by NAEP
- Hospitality Expo
- Staff News
- Procurement Cutoffs
- Procurement Summit

April 30
- Learning Bites
- Hospitality Expo
- Marketplace Catalogs
- Supplier Portal
- NACUBO Magazine Talks CU Travel & Expense

April 24
- Hospitality Expo
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March 27
- Learning Bites
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• Town Halls
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• Supplier Portal
• Hospitality Expo

**March 13**

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• FinProHelp News
• Town Halls
• Procurement Month
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• CCi Purchasing Deadlines
• Hospitality Expo
• PSC Open Houses

**February 27**

• Learning Bites
• Invoice Processing
• Parallel Processing
• PSC Open Houses

**February 16**

• PSC Open Houses
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**February 2**

• Learning Bites
• Gift Cards
• PSC Open Houses
• PSC Staff News

**January 23**

• Travel
• Preferred Hotels
• Gift Cards
• PSC Open Houses
• W-8

**January 16**

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• Booking Fees
• SOW Review

2014
December 29
- Learning Bites
- Mileage Rates
- PSC Staff News
- Concur
- SOW Form & PPS

December 12
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- PSC Staff News
- PSC FY2014 Recap
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- PSC Closure

November 26
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November 12
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October 20
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October 10
- Organizational Changes
- Supplier Showcases Recap
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September 10
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**August 28**

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• Travel Card & Conference Registration
• PSC Supplier Showcases

**August 11**

• PSC Town Halls
• PSC Supplier Showcases

**July 16**

• PSC Town Halls
• PSC Website Updates
• PSC Slider Celebrates APInvoice@cu.edu

**July 2**

• July 1 Changes
• CU Marketplace Survey Ends Thursday, July 3
• Fiscal Year-End Resources: On Hand to Help You
• Understanding Accruals

**June 26**

• Changes Coming July 1
• PSC Hosts Sustainability Event
• PSC Staff News
• CU Marketplace Survey
• Staples Customer Satisfaction Survey

**June 20**

• PSC Staff News: APInvoice@cu.edu is a Winner
• PSC Staff News: NAEP Presentations
• CU Marketplace Satisfaction Survey
• Changes Coming July 1

**June 2**

• New PSC Website
• Save the Date: Supplier Showcases
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**May 19**
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• PSC Staff News
• Furniture
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April 4 [145]

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March 7 [147]

• Procurement Month
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February 21 [148]

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February 11 [149]

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January 22
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January 8
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- Tripl Pro
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- Staff News

2013

December 9
- Satisfaction Survey
- Marketplace Guides
- Forms Update
- ATF Purchases
- EMD Millipore Catalog
- Staff News

November 12
- Satisfaction Survey
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- Concur Training
- Staff News

October 30
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September 19
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**August 30**
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**August 9**
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**July 17**
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- Catalog Guides
- Supplier Showcases
- Temporary Services

**July 3**
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**June 26**
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- Approval Delegation
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**May 23**
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**April 25** [164]

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**March 7** [167]

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**February 22** [169]

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**February 15** [170]
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**January 31** [171]

• Town Halls
• PSC Staff News

**January 7** [172]

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2012

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**November 30** [174]

• Payables Services
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**November 16** [175]

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**November 5** [176]

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October 15 [178]

• Supplier Showcases
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• Cash Advances
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September 17 [179]

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• CU Marketplace Catalog Assistance
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September 7 [180]

• Supplier Showcase
• Online Documentation
• How to Buy Furniture
• Online Courses

August 27 [181]

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• Fundraising Event Training
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• Supplier Showcase

August 10 [182]

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• International Travel
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July 24 [183]

• Supplier Showcases
• SPOs
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July 12 [184]
• Strategic Sourcing
• Fiscal Year-End
• Honorarium

**June 22** [185]

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• CU Marketplace
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• User Alert

**June 13** [186]

• CU Marketplace
• Xerox Update
• CCi Contract
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• Fiscal Year-End

**May 25** [187]

• CU Marketplace
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• Participant Stipends

**May 4** [188]

• Hospitality Expo
• Stipend Payments
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• Staff News

**April 16** [189]

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• RMGPA Regional Meeting
• FYE Department Instructions
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• Town Hall Sessions

**April 9** [190]

• Hospitality Expo
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• Town Hall Meetings

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• New! United Airlines Contract
• Open Houses ... Wow!
- Need Something by June 30?
- Learn about it at a Town Hall

**March 26** [192]
- Strategic Sourcing
- CU Marketplace
- Travel Card
- Staff News

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- United Mileage Plus
- PSC Open Houses
- Change Orders
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**February 17** [194]
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- DIA Parking
- Vendors
- Procurement Cutoff Dates
- Open Houses

**February 7** [195]
- Finance Access Request Form
- Concur
- Open Houses

**January 19** [196]
- Travel Procedures
- Marketplace Incompatible Access
- Marketplace Vouchers
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- SPO Countdown
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**January 11** [197]
- PSC Open Houses
- Expense System Data
- SPO Countdown
- PSC Staff News

**January 6** [198]
- Procurement Card Reports
- PSC Town Halls - FAQs
- SPO Countdown
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2011

December 22 [199]
• Vendor Payment Terms
• PSC Town Halls - FAQs
• SPO Countdown

December 14 [200]
• PSC Town Halls - FAQs
• Payment Vouchers
• SPO Conversion
• PSC Staff News

December 6 [201]
• More CU Marketplace FAQs
• SPO Conversion
• Town Hall Meetings
• Mileage Calculator SbS
• DIA Parking Price Agreement

November 29 [202]
• CU Marketplace
• SPO Conversion
• Town Hall Meetings
• Concur Travel

November 21 [203]
• Forms and CU Marketplace
• SPOs
• Town Hall Meetings
• Travel Card

November 11 [204]
• SPOs
• Town Hall Meetings
• Travel Cards
• Marketplace Upgrade

November 2 [205]
• Payment Vouchers
• Travel Cards
• Marketplace Upgrade

**October 28**

• Travel Cards  
• Online Receiving  
• Emails

**October 17**

• Why Use CU Marketplace?  
• Marketplace Upgrade  
• Marketplace Search Tips  
• Sandy Hicks in Business Officer Magazine  
• Copier Product Show Reminder

**October 10**

• New Online Requester Course  
• Confirming Travel Card Amounts in Concur  
• Looking for a Marketplace Voucher?  
• Copier Product Shows Continue  
• Oct 1 Reminder: Vendor Catalog Change  
• Oct 1 Reminder: PV Paper Form is Gone  
• Fox Named VP of NAEP Rocky Mtn. Region

**September 28**

• Marketplace Training  
• Supplier Showcase  
• Travel Card  
• Copier Product Shows  
• PV Form

**September 23**

• Copier Product Shows  
• Online Requester Training  
• October 1 Changes  
• New Ship To Form

**September 13**

• Online Requester Training  
• Supplier Showcases  
• Town Halls  
• October 1 Changes  
• PO and Voucher Line Description in the CIW

**August 30**

• SPO Invoice Allocation Form
- Supplier Showcases
- Alcohol Guidance
- CU Marketplace Town Halls
- CU Marketplace Training

**August 19** [213]

- Travel Card
- CU Marketplace Town Halls
- CU Marketplace Training
- Supplier Showcases
- PSC Reorg
- CU Marketplace Questions

**August 12** [214]

- CU Marketplace Town Halls
- CU Marketplace Training
- Supplier Showcases
- CU Marketplace
- Vendor Update Form

**August 5** [215]

- Supplier Showcases
- CU Marketplace Tips
- CU Marketplace Training

**August 1** [216]

- CU Marketplace Live
- CU Marketplace Training
- Payment Vouchers

**July 25** [217]

- CU Marketplace
- Vendor Enablement Form
- Subcontract SPOs

**July 15** [218]

- CU Marketplace
- Business Expense Reimbursement
- Car Rental
- Concur Travel Training
- Supplier Showcase

**July 11** [219]

- CU Marketplace
- Copy Paper Price Increase
- Travel Arranger form
- Concur Travel & Expense
- Supplier Showcase

**July 1** [220]
- Contract Procedures
- CU Marketplace - SPOs
- CU Marketplace
- CU Marketplace Training
- Travel Arranger form

**June 24** [221]
- Concur Travel & Expense
- Travel Training
- New Travel Card
- Cash Advance Card
- CU Marketplace Roles
- CU Marketplace Training

**June 17** [222]
- New Travel Card
- Travel Help
- Cash Advance Card
- Travel Emails
- CU Marketplace

**June 13** [223]
- Airgas Contracts
- Fisher Scientific
- Dell Updates
- CU Marketplace
- Ordering Tips
- Supplier Showcases

**June 3** [224]
- CU Marketplace
- Concur Travel Training
- Contracts
- Travel Cards
- Sole Sources

**May 23** [225]
- SbS Guide: Non- Employee Travel
- SbS Guide: Travel Arrangers
- Concur Travel Training
• CU Marketplace
• PSC Staff News
• Procurement Cutoff Dates

May 13 [226]

• Concur Travel Training
• Travel Arrangers
• Email Rules
• Staff News
• Year End Deadlines

May 6 [227]

• Travel
• TAs vs. Trip Approval
• Concur Travel Training
• Travel Arrangers
• ISOS
• Year End Deadlines

April 29 [228]

• Travel Card - Per Diems
• Travel Changes
• Dell: Strategic Partner
• PSC Staff News
• Travel Agencies

April 25 [229]

• CU Marketplace Demos
• Travel Training
• Small Businesses
• Travel Arranger Form
• Procurement Cutoff Dates
• PSC Staff News
• Travel Agencies

April 15 [230]

• CU Marketplace Demos
• Travel Training
• No More TAs
• Info for Vendors
• Concur Profiles
• Travel Arrangers
• Procurement Cutoff Dates

April 5 [231]
- CU Marketplace Demos
- Open House Wrap-Up
- Travel Training
- Procurement Cutoff Dates
- Supplier Showcases

**March 28** [232]

- Travel
- CU Marketplace
- Procurement Month
- Staff News

**March 16** [233]

- FAQs
- Travel
- Preferred Hotel Program
- Sustainability

**February 25** [234]

- Small Business Corner
- Furniture Price Increase
- Fisher Scientific Contract
- IT Hardware Contract
- CU Marketplace Infomercial

**February 11** [235]

- PSC Town Hall Meetings
- SOW Form
- Staff News
- PSC Open Houses
- Event Contracts

**January 28** [236]

- Travel Update
- PSC Town Hall Meetings
- Business and Personal Travel
- Travel Authorizations

**January 14** [237]

- eProcurement
- Office Supplies
- SOW Form
- PSC Town Hall Meetings
2010

December 28 [238]

- Mileage Rate Increase
- Document Quote Threshold Increase
- Reminder: Use the Revised CU W-9
- Reminder: New SOW Form
- Vendor Orientations Offered in New Locations
- What’s that Tax ID #?

December 17 [239]

- Procurement Card billing Address
- Card Limits
- Policy and Procedure Updates
- eProcurement
- Form Updates
- International Tax

December 1 [240]

- Sustainability Tips
- New Procurement Cards
- Expense System Update
- EthicsLine

November 12 [241]

- New Procurement Cards
- eProcurement Update
- Parking
- Event Card
- FPBS Survey

October 29 [242]

- New Procurement Cards
- Old Procurement Cards
- Green Office Supplies
- Flowers and Officer Approval

October 15 [243]

- Accounts Payable (AP) Recognition
- NEW Procurement Cards Coming in November
- When Procurement Card Cardholders Leave CU
- Expense System Active Work Section Update
October 1
- Supplier Showcase Recap
- Expense System
- PSC Staff News

September 17
- Expense System Messaging
- Expense System Training
- International Travel

August 27
- Supplier Showcases
- Rental Car Contract
- Expense System
- Procurement Training

August 10
- Airgas Price Increase
- Travel Card Charges
- Expense System
- Payables Address
- Supplier Showcase
- Fax Cover Sheets

July 30
- PSC Move
- Procurement Forms Updated
- Supplier Showcases
- No More TAP #s
- Payable Services Helpful Hints

July 16
- PSC Head Published
- Copiers and Sustainability
- eProcurement
- Staff News
- Procurement Card Forms

July 2
- PSC Moving
- Fax Cover Sheets
- FedEx Rate Increase
- PSC FYE Reminders
- Travel Authorization Tips
- Alcohol Updates

**June 15** [251]

- July Updates
- Submitting Expense Reports
- Cardholder Details
- Reimbursements Spanning Fiscal Years
- Using the Right Form
- Staff News

**May 28** [252]

- Supplier Showcases
- Travel and Taxes
- Travel Mileage Log
- Expense System ChatLine
- Fiscal Year End Information
- Zero-Dollar TAs
- Closing TAs
- TA Approval

**May 21** [253]

- Procurement Card Reports
- Expense System to General Ledger
- Semi-Annual Updates
- FY10 Procurement Cutoff Dates
- TAs: When? How long?

**May 14** [254]

- Strategic Sourcing Updates
- Changing Shipping Patterns, Reducing Costs
- Procurement Cutoff Reminder
- Expense System
- Event Card Enhancement
- Travel Tips

**April 30** [255]

- Copier Rental Update
- Procurement Cutoff Reminder
- Expense System Tips
- Receipt Review
- Delegates and Approval Flow

**April 16** [256]

- PSC Offices Moving
- Purchasing Staff News
- CU Wins Award
- No Travel Vouchers after May 1
- No ACARD System after May 1
- Expense System Training

**March 26** [257]
- Copier Product Shows
- Procurement Month
- Lower FedEx Pricing
- Official Functions
- Expense System

**March 12** [258]
- Photocopier Agreements
- Copier Product Shows
- Staff News
- FY10 Procurement Cutoff Dates
- Expense System

**February 26** [259]
- PSC Open Houses
- Student Reimbursements
- NAEP Meeting
- Expense System
- Closing Commercial Cards
- Customer Information Forms

**February 12** [260]
- NAEP Meeting
- Study Subject Payment Form
- No More TAP
- Expense System
- Fisher Scientific Webinars
- PSC Open Houses

**January 29** [261]
- PSC Open House
- Study Subject Payment Form
- Sustainability Tips
- Strategic Sourcing News
- Expense System

**January 14** [262]
- PSC Open House
- Mileage Rate Reminder
- Office Supplies
- Staff News
- Help Desk Phone Number
- Expense System

2009

December 11 [263]
- Mileage Rate Change: January 1
- Strategic Contract Update
- Expense System User Survey
- Who’s Your AO?
- Emails: The Balancing Act
- Holiday Closure

November 19 [264]
- PSC Website Redesign
- Expense System
- Travel Card Application
- Procurement Training
- Holiday Closures

November 12 [265]
- Expense System
- Sustainability Tips
- Campus Forums - Room Change
- Rental Car Update
- Help Desk Survey

October 30 [266]
- Travel Authorization
- PSC Staff News
- Sustainability News
- Expense System
- Delegate Authorization Form
- Autonotification Emails
- Help Desk Hints
- Campus Forums

October 20 [267]
- New Strategic Partner
- Campus Forums
- Expense System
October 2 [268]
- Supplier Showcases Recap
- Sustainability Tips
- Delegate Authorization Form
- Expense System

September 17 [269]
- Domestic Per Diem
- Expense System
- Small Business
- After-the-Fact Purchases
- Supplier Showcases

September 1 [270]
- Commercial Card Program
- Expense System
- Help Desk and Supportworks
- Sustainability Tips
- Supplier Showcase

August 17 [271]
- Supplier Showcase
- CU EthicsLine
- PSC Reorganization
- Sustainability Tips

July 17 [272]
- Expense System
- Small Business
- Paper Prices
- DPO Change Order
- July 1 Changes - Review

June 26 [273]
- Procurement Card Limits
- Sustainability Tip
- FYE Deadlines
- July 1 Changes
- PSC Staff News

June 11 [274]
- FYE Dates
- NAEP: You Can Benefit
- Small Business Corner
- Requirements for Travelers
- SPO Adjustment
- SPO Encumbrance Display

**May 29** [275]
- PSC Survey Results
- Small Business Fair
- FedEx Price Changes
- Sustainability Tips
- Do the Right Thing

**May 15** [276]
- Semiannual Updates
- Small Business News
- New Travel Per Diems
- PO Schedules
- New Learning Resources
- Final Procurement Cutoff

**April 29** [277]
- Official Functions
- Small Business
- 2009 Supplier Showcases
- FY09 Cutoff Dates

**April 14** [278]
- Reminder: Federal Purchasing Changes
- FY09 Cutoff Dates
- Year End Furniture Purchases
- PSC in the News

**March 23** [279]
- Efficiency Changes
- Staff News
- Free Baggage
- March is Procurement Month!
- Open House Success

**March 9** [280]
- March is Procurement Month!
- Open Houses

**February 24** [281]
- Customer Survey
- Open Houses
Moving

**February 2** [282]

- Customer Survey
- Open Houses
- Event Contract Reminder
- Procurement Card Fraud

**January 5** [283]

- Ordering Green
- Federal Purchasing Changes
- New Mileage Rate
- Staff Updates

**2008**

**December 12** [284]

- Procurement Changes
- Proc Card and Parking
- Open Houses
- Professional Organization Support

**December 2** [285]

- Strategic Sourcing: Paper
- Proc Card Handbook/Forms Revised
- CCi Outreach Recap
- Green Purchasing
- PSC Staff News

**November 14** [286]

- Transition to Airgas at UCD and UCCS
- SPO Out Years
- Travel and the Procurement Card
- PSC Staff Highlights

**October 31** [287]

- Sustainable Paper Tips
- Feds Approve Purchasing System
- Supplier Showcase Wrap-Up
- CCi Outreach Sessions
- Procedure and Form Changes
October 17
- Staff Announcements
- Ground Shipping
- CCi Outreach Sessions
- Do the Right Thing Awards
- PSC Closure Information

September 29
- After-the-Fact Purchases
- Wireless Communications
- Procurement Card Renewals
- Vendor Orientation
- Supplier Showcase

August 29
- PPS Updates
- Scanned Invoices and Receipts
- Welcome Erin Robb
- CCi Survey Results
- Wireless Communications
- Supplier Showcase

August 15
- PSC Reorganization
- Supplier Showcases
- Corporate Express/Staples
- New Industrial Gas Contract
- PSC Closed 8/21 from 11:30 to 1:30

August 1
- 2008 PSC Supplier Showcases
- Benson Supports Small Business Program
- PSC Operations During the DNC
- Annette Howard Announces Retirement

July 18
- W-9 Form and Procedures
- Small Business Database
- Baggage Charges
- Price Cost Analysis
- GPS Rental

June 27
- Mileage Rate Increase
Signed W-9
Year End Dates
Sales Tax Exemption
Metal Furniture
Corp. Express Number Change

June 12 [295]
- Office Supplies
- Procurement Card Violations
- Supplier Showcases
- Upcoming PSC YE Dates

June 2 [296]
- What is a Proof of Payment?
- Tips to Avoid Returned PVs / TVs
- When your SPO Voucher Doesn't Pay
- Reminder: Colorado Correctional Industries Online Survey
- Reminder: Faison/Corporate Express Info Sessions

May 16 [297]
- Jeff Darling: Award Winner
- Meal Reimbursement
- CCI Survey
- Faison/Corp. Express Sessions
- Procurement Cutoff Dates

May 2 [298]
- CU Limited Card
- Proc. Card Handbook Updated
- Proc. Card Support
- Faison/Corp. Express Sessions
- Purchasing Reminders

April 18 [299]
- Reimbursement Restrictions
- Defining Office Supplies
  - Office Supply Survey
- IT Security
- Spring Forums

March 28 [300]
- Planning and Event
- PSC Forms
- New Form: Travel Log
FY08 Cutoff Dates
Office Supply Survey
Moving Services

March 14
- Celebrate Procurement Month
- Governor Ritter Applauds Procurement Professionals

March 3
- Survey Results
- Department Outreach
- New Sustainability Officer
- March 1 PPS Updates
- Welcome Will James

February 14
- Check Your Defaults
- Location, Location, Location
- DPOs, POs, SPOs - What's the Difference
- Reporting Fiscal Misconduct
- Some SPO Changes Require a Purchasing Agent
- PSC Welcomes New Staff

February 6 - Special Edition
- All About Payment Vouchers

January 22
- New PV Reimbursement Restrictions
- Steve Webb Retires
- Sandy Hicks to lead PSC

2007

December 20
- Mileage Rate Change
- Home Internet Not Covered
- PSC Purchasing Survey
- Travel Reminders

November 30
- PSC Purchasing Survey
- Recognition Reminder
- Honorarium Form Change
- New PPS and FPS Coming Soon

November 16 [308]

- SPO Voucher Approval
- Per Diems: How Much & When
- Invoices - Why needed?
- Honoraria, Defined
- PSC Staff news
- Verizon Service at Anschutz

October 26 [309]

- Event Contracts
- Forms: SOW vs. HNR
- Explaining a Reimbursement
- Lydick Named VP of NAEP Rocky Mtn.
- Signing the PV: Who & When?

October 12 [310]

- Supplier Showcase Report
- NAEP Journal Features Purchasing
- FedEx DirectLink
- Procurement Card - Changing Departments
- New Procedures FAQs

September 27 [311]

- Payment Voucher Changes Oct. 1
- Revised Scope of Work
- New Honorarium Form
- Undocumented Reimbursements
- Travel Changes
- Business Purpose
- After-the-Fact Purchases
- Adv. Payments to Vendors

September 14 [312]

- Procedural Changes Coming
- Advance Payments
- Undocumented Reimbursement
- Travel Changes
- Staff News
- Who Buys What
- Supplier Showcases

August 24 [313]

- Expenditure Control
Blackboard Training moved  
Payable Services Web Site Expanded  
Procurement Card Dispute Process Simplified  
Cell Phone Procedures Update  
Register for a Supplier Showcase

August 10 [314]

- 2007 Supplier Showcases and Office Product Shows  
- Filling out a Payment Voucher  
- CU Supports Small Businesses

July 27 [315]

- Gift Cards  
- Before you buy an iPhone  
- How to Buy Updates  
- PSC Staff News

July 12 [316]

- PTA # Reminders If you’d like to facilitate your wireless telecommunications payments, here’s some advice from PSC Payable Services.  
- FedEx Users: Take Note Many departments are enjoying the ease of use of Federal Express electronic invoicing. Without your 8-digit SpeedType, your FedEx payment cannot be processed correctly.  
- Do You Know How to Travel? Recent Travel FAQs  
- You Asked For It Step-by-Step to SPO Inquiry

June 29 [317]

- SPO and Fiscal Year End  
- Sales Tax and Official Functions  
- Identifying June Business  
- Vendor Show Approval Process  
- New staff announcement  
- Supplier Showcase Information

June 15 [318]

- Payables Month  
- Important PSC Related Closing Dates

May 2007 #2 [319]

- Moving Contracts  
- Telecommunications  
- FY 2007 Accrual  
- Procurement Dates  
- New How to Buys
May 2007 #1
- Event Contracts
- Office Supply Contract
- TVs, PVs, and Empl IDs...oh my!
- Official Function Reimbursements

April 2007 #2
- Fiscal Year 2007 Procurement Cutoff Dates
- Procurement Card Program News
- Finance System Updates
- Sandy Hicks Elected Second Vice-President of NAEP

April 2007 #1
- Ready to Get Your PTA #?
- CU EthicsLine Reminder
- Get Your Questions Answered at a Campus Forum
- New Training & Documentation Specialist

March 2007 #2
- March is Purchasing Month

March 2007 #1
- Personal Technology and Telecommunications

February 2007
- Travel
- Signatures
- 1099s

January 2007 #2
- Reminders from Payable Services
- Voucher & Payment Inquiry
- New Cash Advances Procedural Statement
- Travel Voucher Form defaults new Mileage Rate Feb 1

January 2007 #1
- Improved SPO Project Funds Encumbrance Handling
- OUC/PSC Closed 1/15/07
- Expenditure Control - Phase 1
- Mileage Reimbursements Go Up
- A Better Way to Say OKAY TO PAY: SPO Voucher Approval on Paper
- Ashok Sharma now Director of Payable Service
December 14 [306]
- Outstanding Encumbrance Report Update
- SPO Close Process Update
- How to Buy Guides Updates
- Charlie Geanetta Serves Professional Organization

November 17 [328]
- Procurement Card Renewal
- FinPro Help Desk Holiday Hours
- Happy Anniversary FinPro Help Desk
- SPO Voucher Approvals

November 6 [329]
- What happened with SPOs and why
- How the SPO changes will affect you
- New SPO fields
- How the new encumbrances fields are populated, both on new as well as on current SPOs
- New processing instructions

October 27 [330]
- PSC Procedural Statements Revisions (Official Functions, Recognition and Training, Sensitive Expenses)
- Receiving PSC Email
- International Payments
- International Travel Tip
- State Price Agreement with Advantage Rent A Car
- SPO Encumbrance Updates

October 13 [331]
- SPO Encumbrance Updates
- Office Products Shows and Supplier Showcases
- FAQ from the Finance and Procurement Help Desk

September 28 [332]
- Office Products Shows and Supplier Showcases
- Procurement Card Distribution
- Campus Forums
- Finance and Procurement Help Desk

September 19 [333]
After-the-Fact Purchases Policy Reminder
Learning More about How to Buy
Jennifer Bergman Recertified as CPPB
Charlie Geanetta Recertified as CPM
Apple Battery Recall
Vendor Shows Coming Soon

August 30 [334]
- Working Together to Support CU’s Small Business Program
- More about Small Business Concerns
- Federal Requirements for Small Business Involvement
- Vendor Orientation

August 21 [335]
- Reminder on Direct Deposit of Employee Reimbursements
- CU EthicsLine in Place
- Help from Corporate Express
- PSC Policy Web Page Revised
- Dell Battery Recall
- PSC Closed Wed. afternoon, August 23

June 21 [336]
- Fiscal Year-End: The PSC Perspective (dates to remember)
- FY06 Accrual Reminder
- FY06 Procurement Card Transactions
- Procurement Card Security Update
- Direct Deposit of PSC Payments to Employees

June 13 [337]
- June is Payables Month
- Why do we Celebrate Payables Month?
- Payables (AP & Travel) Staff Recognized
- Travel Voucher Form now References Mileage Rate Change

June 6 [338]
- Mileage Reimbursement Rate Increased
- New State Fiscal Rules on Travel
- Airline Update: Hurry on Board
- Travel Know & Tell
- Travel Quick Reference Guide Updates
- Traveling at Fiscal Year End

May 31 [339]
- Reminder: PO Requisition Approval Cutoff Date = June 23
- Household Move Alert
- Purchasing Services Reorganized
- PSC Purchasing Staff News: Introducing Jim Colden, Tanya Patzer, & David Wegner
- New Commodity List on Web

April 18
- Supplier Showcase coming April 26
- First Procurement Cutoff Date = May 5
- Sandy Hicks named RMGPA Manager of Year
- Vendor Show Approval Process Reviewed

March 30
- Approved Travel Agency Service Fees
- US Bank VISA Online
- New Travel Cards Arriving
- You Want to Travel Right (your questions…and Travel staff answers)
- PSC Closed on Friday, March 31

March 27
- FY06 Procurement Cutoff Dates
- New PO Requisition Approval Cutoff Date
- Blackboard Procurement Course Expanded Training Requirement
- New How to Buys: AV Equipment; Service Agreements for Lab Equipment
- PSC Closed on Friday, March 31

March 10
- Before You Buy, Before We Pay… Information about what you can buy, how you can buy it, and who should buy it
- Another Look at Reimbursements
- Payment Voucher Reminders

March 8
- March is PURCHASING MONTH

February 17
- Revised Procurement Card Program Handbook
- New Procurement Card Forms
- Online Ordering for Lab Supplies & Equipment

February 8
• Introducing...Procurement Blackboard Course
• Deadline Extended for Fiscal Code of Ethics Course
• TAP talks International Travel
• Form Updates: Revised Sole Source, New Conflict of Interest
• News on Office Supplies

2005

December 14 [347]

• New Administrative Home for the PSC
• How is Your Fiscal Code of Ethics?
• Requesting SPO Renewals

December 2 [348]

• PSC Open House on Thursday, December 8
• President Brown Supports CU's Small Business Program
• How to Buy Advertising
• PSC Holiday Closings

November 15 [349]

• After-the-Fact Purchases Policy Reminder
• Approval for Vendor Shows
• PSC Purchasing Staff on NAEB Board
• Happy 5th Anniversary, PSC Help Desk!
• PSC Holiday Closings

November 3 [350]

• Got Fiscal Code? (New Training Requirements)
• Revised Procurement Card Forms
• What's on YOUR Blackboard?
• Procurement Card Proper File Documentation

October 24 [351]

• AP Asks You To… Use Current Forms Include Documentation Say No to Phone Service Taxes
• Reminder: Office Products Shows
• Is It 1099? Correct Account Chartfield Use
• Frequently Used 1099 Accounts

October 14 [352]

• Sign up for Travel News!
• Announcing Travel Blackboard Training
• Finding Help after our Move
• Got Vouchers? (Delivering PVs & TVs to the PSC)
• Go to an Office Products Show

September 30 [353]

• Travel News! Sessions to Help you Travel Well
• Airfare Purchases Policy, Revisited
• PSC Closed Friday afternoon, 9/30/05

September 15 [354]

• PSC Closed Tomorrow (Friday, 9/16/05) for Move to Denver
• New Rules on Alcohol Purchase & Provision
• PSC Web Updates: How to Buy Official Functions, OF form/policy, Sensitive Expenditures policy

August 11 [355]

• New Policy on Alcohol Use & Expenditures
• Know your Administrative Policy Statements (APS)
• Office Supply Contract Kickoff Meetings
• PSC to Move to Denver

July 29 [356]

• Office Supply Contract Finalized
• Fiscal Rule Update: Formal Contracts for Services
• You Asked For It: Printing Cardholder Statements

July 18 [357]

• Lodging Guidelines
• Travel Voucher: Date Information
• Reimbursable Mileage Reminder
• Sensitive Expenditures Policy Revised
• Official Function Highlights
• Restaurant Meals need Receipts on Payment Voucher
• Use Current PV and TV Forms
• FedEx DirectLink & 8 Digits

July 1 [358]

• NEW University of Colorado Procurement Rules Take Effect Today
• New Solicitation Thresholds
• Corporate Express State Price Agreement
• PSC Staff News: Re-Introducing Keith Molholm
• New Commodity List on Web

June 23 [359]

• Getting Ready for Fiscal Year End: Note these Dates
- June + July Trips = Separate TVs
- What Do You Do with a $0 Trip?
- SPO Outstanding Encumbrances
- Travel Updates: Returning Incomplete TV Forms
- AP Updates: SPO Vouchers
- Copier Show Reminder

May 31 [360]

- Copier Product Shows begin Tomorrow
- New Rental Copier Price Agreements for 2005-2006
- Updated Copier Information on PSC Web

May 13 [361]

- Fund 30 Use & Revised Payment Voucher / Travel Voucher Forms
- PV Problem Reminders from Accounts Payable
- Official Function Itemized Receipts
- Procurement Card Staff begins Department Site Visits
- FedEx DirectLink Users: Use 8-digit Speedtypes

April 27 [362]

- What's in a Name? (Using Traveler Name Consistently)
- What's in a Number? (Using Vendor ID or Tax ID #...not Employee ID #)
- How much do you Eat? (Ensuring Meal Reimbursements)
- How much do you Drive? (Calculating Vehicle Mileage)
- Special Notes on Sponsored Projects
- Show us your (8-digit) Speedtype
- Reconciling Study Subject Advances

April 19 [363]

- Finance Upgrade: Now What?

April 6 [364]

- Danielle Hinz named RMGPA Buyer of the Year
- PSC Purchasing Staff News: Re-introducing Darlene Morrow
- New Commodity List on Web
- FY 2005 Procurement Cutoff Dates
- No More Purchase Orders to Target Stores

March 11 [365]

- Celebrate Purchasing Month

March 4 [366]
• Goodbye, Citrix
• Hello, New Finance System
• What Happens during Finance Conversion Week?

February 15 [367]
• 8-Digit Speedtypes on Vouchers
• 8-Digit Speedtypes on FedEx DirectLink Airbills
• Policy Updates: Official Function, Sensitive Expenditures
• Reminders from Accounts Payable
• Blackboard Training Update

February 8 [368]
• Announcing the New Approved Travel Agencies
• No “Opting Out” of Travel
• Travel Quick Reference Guide Reprinted
• Your Travel Voucher Questions

February 2 [369]
• CU Opts Out of State Procurement Code
• ACARD Stays Up When Finance Goes Down
• ACARD System to Accept 8-digit Speedtypes
• Procurement Card Split Purchases

January 25 [370]
• Finance Upgrade Training Begins
• Status of Training in Citrix
• Upgrade-Related PSC Purchasing & Payables Deadlines

2004

December 31 [371]
• Travel Q&As
• You Asked For It: Travel Voucher Fixes
• Proof of Payment, Revisited
• Payment Voucher Reminders
• PSC Holiday Closures

December 23 [372]
• PSC Purchasing Staff News: Introducing Jim Colden
• New Commodity Listings on the Web
• SPO Payments to King Soopers
• New Year Travel News
• PSC Holiday Closures

November 29 [373]
• Travel Rules change January 1
• Sign up now for Travel Training
• Payment Voucher Revisions
• Payment Voucher Receipts
• Just say NO to Phone Taxes
• PSC closed Monday, December 6 (a.m.)

November 12 [374]
• Your Meal Receipt: Don't Come Home without It
• New APS on International Travel
• New International Meal Diary Form
• Revised Travel Voucher Form
• Get Ready for Travel Training!

November 5 [375]
• Replace your Expiring Procurement Cards
• Procurement Card Reallocator Training
• Finance Upgrade Demos
• Travel Training comes to Campus

October 22 [376]
• Finance System Upgrade

October 19 [377]
• Formal State Contracts for Goods & Services
• PSC Staff Serves on National Board
• Reminder: Office Products Shows
• Procurement Card Pick-up Dates

October 14 [378]
• Office Products Shows on Campus
• Boulder Purchasing Extravaganza
• Procurement Card Forms Update
• Cardholder Training now on Blackboard
• Happy 4th Anniversary, PSC Help Desk

September 28 [379]
• President Hoffman supports CU's Small Business Program
• New Procurement Card Manual
• Your Procurement Card On-line: Internet Ordering
• PSC Purchasing Staff News: Jennifer Bergman
• PSC Purchasing Staff News: Jeff Lehmann

September 21 [380]

• PSC Will Move to Denver
• Helpful Hints from Accounts Payable
• PSC Staff News: Introducing Jacque Lewis
• PSC Staff News: Introducing Cordelia Angel
• Old POs & Requisitions: Who Needs Them?

September 13 [381]

• Rental Car Agencies in Review
• Using Enterprise for your In-State Vehicle Rental Needs
• Airfare Purchases Policy Reminder
• PSC Staff News: Introducing Vince Urbancic
• Social Security Numbers & PSC Forms

July 30 [382]

• Danielle Hinz heads Procurement Card Administration
• How to Contact Procurement Card Administration
• Better Procurement Card Forms on Web
• Introducing…your ACARD System Manual
• Approving Official Training…Good Job!
• Tell Procurement Card if you Move
• No More "Send to Vendor" Comments on Requisitions
• PSC Closed Friday, August 6 p.m.

July 26 [383]

• New Step by Step Summary for Travel
• Using the Right Rental Car Agencies
• US Bank VISA: It's a Travel Card, not a Business Card
• Fraudulent "US Bank" E-mail Messages
• Restricted vs. Unrestricted Airfares

June 30 [336]

• John Simmons Retires
• Vendor File now looks to Payroll Information
• PSC Closed Monday, July 5
• Vendor Orientation Sessions
• PSC Purchasing Staff News: Introducing Ken Witt
June 22
- Is it really JUNE Business? Let us Know
- Using Current Forms
- Travel Reminder on June-July Trips
- Fiscal Year End Deadlines
- Looking up SPO Vouchers

May 25
- Kathe Graham Retires
- You Asked For It: Receipt Recap (Procurement Card, Payment Vouchers, Travel Vouchers)
- Procurement Card Receipt Requirements
- Unavailable Documentation Form (for Procurement Card use)
- New Car Rental Contracts

May 6
- Moving Employees
- Moving your Department
- Fitz Research Tower Location Codes

April 27
- Eliminating Zero-Dollar SPOs
- Cullinet Goes Away
- Send 1099s to PBS; Send W-9s to PSC
- Changes in Travel Fiscal Rules
- Scope of Work Form & Sponsored Programs Approval

April 23
- Purchasing Staff visits Boulder Campus
- PSC Staff News
- New Meal Per Diem Rates
- Accounts Payable FAQs
- Reminder: 1st Procurement Cut-off Date = May 3

April 2
- Accounts Payable presents Campus Info Sessions
- Payment Voucher, Revisited
- Payment Voucher Usage (new, clip-out summary!)

March 25
- Fiscal Year 2003/04 Procurement Cut-off Dates
- Navigating the new PSC Web Site
- Mary Martin takes on Furniture
- Colorado Correctional Industries hosts Furniture Shows
• PSC Closed Friday (March 26)

March 15

• Introducing the New PSC Web Site
• Departmental Small-Dollar Limits now increased to $4,500

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