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March 1
- Updates-Payment Voucher-Authorization
- Refunds in Concur and Marketplace
- New Training Resources

Newsletter Archives

2021

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- Payment Vouchers

July 25
- CU Marketplace
- Vendor Enablement Form
- Subcontract SPOs

July 15
- CU Marketplace
- Business Expense Reimbursement
- Car Rental
- Concur Travel Training
- Supplier Showcase

July 11
- CU Marketplace
- Copy Paper Price Increase
- Travel Arranger form
- Concur Travel & Expense
- Supplier Showcase

July 1
- Contract Procedures
- CU Marketplace - SPOs
- CU Marketplace
- CU Marketplace Training
- Travel Arranger form
June 24 [225]
- Concur Travel & Expense
- Travel Training
- New Travel Card
- Cash Advance Card
- CU Marketplace Roles
- CU Marketplace Training

June 17 [226]
- New Travel Card
- Travel Help
- Cash Advance Card
- Travel Emails
- CU Marketplace

June 13 [227]
- Airgas Contracts
- Fisher Scientific
- Dell Updates
- CU Marketplace
- Ordering Tips
- Supplier Showcases

June 3 [228]
- CU Marketplace
- Concur Travel Training
- Contracts
- Travel Cards
- Sole Sources

May 23 [229]
- SbS Guide: Non-Employee Travel
- SbS Guide: Travel Arrangers
- Concur Travel Training
- CU Marketplace
- PSC Staff News
- Procurement Cutoff Dates

May 13 [230]
• Concur Travel Training
• Travel Arrangers
• Email Rules
• Staff News
• Year End Deadlines

May 6 [231]

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

April 29 [232]

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

April 25 [233]

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

April 15 [234]

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

April 5 [235]
- CU Marketplace Demos
- Open House Wrap-Up
- Travel Training
- Procurement Cutoff Dates
- Supplier Showcases

**March 28**

- Travel
- CU Marketplace
- Procurement Month
- Staff News

**March 16**

- FAQs
- Travel
- Preferred Hotel Program
- Sustainability

**February 25**

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

**February 11**

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

**January 28**

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

**January 14**

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

December 28
- 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
- Procurement Card billing Address
- Card Limits
- Policy and Procedure Updates
- eProcurement
- Form Updates
- International Tax

December 1
- Sustainability Tips
- New Procurement Cards
- Expense System Update
- EthicsLine

November 12
- New Procurement Cards
- eProcurement Update
- Parking
- Event Card
- FPBS Survey

October 29
- New Procurement Cards
- Old Procurement Cards
- Green Office Supplies
- Flowers and Officer Approval

October 15
- 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** [255]

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

**May 28** [256]

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

**May 21** [257]

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

**May 14** [258]

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

**April 30** [259]

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

**April 16** [260]

- 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
- Copier Product Shows
- Procurement Month
- Lower FedEx Pricing
- Official Functions
- Expense System

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

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

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

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

January 14
- PSC Open House
- Mileage Rate Reminder
- Office Supplies
• Staff News
• Help Desk Phone Number
• Expense System

2009

December 11 [267]
• Mileage Rate Change: January 1
• Strategic Contract Update
• Expense System User Survey
• Who's Your AO?
• Emails: The Balancing Act
• Holiday Closure

November 19 [268]
• PSC Website Redesign
• Expense System
• Travel Card Application
• Procurement Training
• Holiday Closures

November 12 [269]
• Expense System
• Sustainability Tips
• Campus Forums - Room Change
• Rental Car Update
• Help Desk Survey

October 30 [270]
• Travel Authorization
• PSC Staff News
• Sustainability News
• Expense System
• Delegate Authorization Form
• Autonotation Emails
• Help Desk Hints
• Campus Forums

October 20 [271]
• New Strategic Partner
• Campus Forums
• Expense System
October 2 [272]
- Supplier Showcases Recap
- Sustainability Tips
- Delegate Authorization Form
- Expense System

September 17 [273]
- Domestic Per Diem
- Expense System
- Small Business
- After-the-Fact Purchases
- Supplier Showcases

September 1 [274]
- Commercial Card Program
- Expense System
- Help Desk and Supportworks
- Sustainability Tips
- Supplier Showcase

August 17 [275]
- Supplier Showcase
- CU EthicsLine
- PSC Reorganization
- Sustainability Tips

July 17 [276]
- Expense System
- Small Business
- Paper Prices
- DPO Change Order
- July 1 Changes - Review

June 26 [277]
- Procurement Card Limits
- Sustainability Tip
- FYE Deadlines
- July 1 Changes
- PSC Staff News

June 11 [278]
- FYE Dates
- NAEP: You Can Benefit
- Small Business Corner
• Requirements for Travelers
• SPO Adjustment
• SPO Encumbrance Display

May 29 [279]
• PSC Survey Results
• Small Business Fair
• FedEx Price Changes
• Sustainability Tips
• Do the Right Thing

May 15 [280]
• Semiannual Updates
• Small Business News
• New Travel Per Diems
• PO Schedules
• New Learning Resources
• Final Procurement Cutoff

April 29 [281]
• Official Functions
• Small Business
• 2009 Supplier Showcases
• FY09 Cutoff Dates

April 14 [282]
• Reminder: Federal Purchasing Changes
• FY09 Cutoff Dates
• Year End Furniture Purchases
• PSC in the News

March 23 [283]
• Efficiency Changes
• Staff News
• Free Baggage
• March is Procurement Month!
• Open House Success

March 9 [284]
• March is Procurement Month!
• Open Houses

February 24 [285]
• Customer Survey
• Open Houses
• Moving

**February 2**

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

**January 5**

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

**2008**

**December 12**

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

**December 2**

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

**November 14**

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

**October 31**

• Sustainable Paper Tips
• Feds Approve Purchasing System
• Supplier Showcase Wrap-Up
• CCi Outreach Sessions
• Procedure and Form Changes
October 17  [292]

- Staff Announcements
- Ground Shipping
- CCi Outreach Sessions
- Do the Right Thing Awards
- PSC Closure Information

September 29  [293]

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

August 29  [294]

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

August 15  [295]

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

August 1  [296]

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

July 18  [297]

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

June 27  [298]

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

**June 12** [299]

• Office Supplies
• Procurement Card Violations
• Supplier Showcases
• Upcoming PSC YE Dates

**June 2** [300]

• 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** [301]

• Jeff Darling: Award Winner
• Meal Reimbursement
• CCI Survey
• Faison/Corp. Express Sessions
• Procurement Cutoff Dates

**May 2** [302]

• CU Limited Card
• Proc. Card Handbook Updated
• Proc. Card Support
• Faison/Corp. Express Sessions
• Purchasing Reminders

**April 18** [303]

Reimbursement Restrictions
Defining Office Supplies

• Office Supply Survey

IT Security
Spring Forums

**March 28** [304]

• Planning and Event
• PSC Forms
• New Form: Travel Log
- FY08 Cutoff Dates
- Office Supply Survey
- Moving Services

**March 14 [305]**

- Celebrate Procurement Month
- Governor Ritter Applauds Procurement Professionals

**March 3 [306]**

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

**February 14 [307]**

- 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 [308]**

- All About Payment Vouchers

**January 22 [309]**

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

**2007**

**December 20 [310]**

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

**November 30 [311]**

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

November 16 [312]

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

October 26 [313]

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

October 12 [314]

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

September 27 [315]

• 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 [316]

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

August 24 [317]

• 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 [318]

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

July 27 [319]

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

July 12 [320]

• 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 [321]

• 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 [322]

• Payables Month
• Important PSC Related Closing Dates

May 2007 #2 [323]

• 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 [310]

- Outstanding Encumbrance Report Update
- SPO Close Process Update
- How to Buy Guides Updates
- Charlie Geanetta Serves Professional Organization

November 17 [332]

- Procurement Card Renewal
- FinPro Help Desk Holiday Hours
- Happy Anniversary FinPro Help Desk
- SPO Voucher Approvals

November 6 [333]

- 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 [334]

- 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 [335]

- SPO Encumbrance Updates
- Office Products Shows and Supplier Showcases
- FAQ from the Finance and Procurement Help Desk

September 28 [336]

- Office Products Shows and Supplier Showcases
- Procurement Card Distribution
- Campus Forums
- Finance and Procurement Help Desk

September 19 [337]
- 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**

- Working Together to Support CU's Small Business Program
- More about Small Business Concerns
- Federal Requirements for Small Business Involvement
- Vendor Orientation

**August 21**

- 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**

- 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**

- 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**

- 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**

- 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 [344]

• 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 [345]

• 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 [346]

• 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 [347]

• 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 [348]

• March is PURCHASING MONTH

February 17 [349]

• Revised Procurement Card Program Handbook
• New Procurement Card Forms
• Online Ordering for Lab Supplies & Equipment

February 8 [350]
• 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 [351]
• New Administrative Home for the PSC
• How is Your Fiscal Code of Ethics?
• Requesting SPO Renewals

December 2 [352]
• PSC Open House on Thursday, December 8
• President Brown Supports CU's Small Business Program
• How to Buy Advertising
• PSC Holiday Closings

November 15 [353]
• 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 [354]
• Got Fiscal Code? (New Training Requirements)
• Revised Procurement Card Forms
• What's on YOUR Blackboard?
• Procurement Card Proper File Documentation

October 24 [355]
• 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 [356]
• 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 [357]

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

September 15 [358]

• 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 [359]

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

July 29 [360]

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

July 18 [361]

• 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 [362]

• 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 [363]

• 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

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

May 13

- 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

- 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

- Finance Upgrade: Now What?

April 6

- 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

- Celebrate Purchasing Month

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

**February 15** [371]

• 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** [372]

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

**February 2** [373]

• 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** [374]

• Finance Upgrade Training Begins
• Status of Training in Citrix
• Upgrade-Related PSC Purchasing & Payables Deadlines

**2004**

**December 31** [375]

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

**December 23** [376]

• 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**  
- 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**  
- 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**  
- Replace your Expiring Procurement Cards  
- Procurement Card Reallocator Training  
- Finance Upgrade Demos  
- Travel Training comes to Campus

**October 22**  
- Finance System Upgrade

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

**October 14**  
- 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**
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 [384]

- 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 [385]

- 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 [386]

- 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 [387]

- 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 [340]

- 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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