

May 10, 2013

## Concur Conference Highlights CU

The Fusion Conference last month was notable both for its recognition of University of Colorado accomplishments using the Concur Travel and Expense System ... and for presentations by PSC staff.

### Concur Star Innovation Award

Concur honored several industry leaders – and one university – for excellence and innovation in the use of the Concur system.

In presenting the Concur Star Innovation Award to the University of Colorado, Concur President and Chief Operating Officer Rajeev Singh noted that this marks the first time that a higher education institution has been so honored. Accepting on behalf of CU were Sandy Hicks, Assistant Vice President/Chief Procurement Officer, and Mary Martin, Director of Travel & Commercial Card.



### PSC at the Podium

Assistant Vice President/Chief Procurement Officer Sandy Hicks delivered two presentations at the Concur Fusion Conference:

- “Measuring to Improve Your Travel Program,” a session on evaluation criteria and techniques delivered as part of the Concur Higher Ed Best Practices panel; and,
- “Managing a Successful Procurement Card Program in Higher Ed,” a presentation focusing on strategy.

## PSC Supports Take Your Child to Work Day

On April 25, PSC staff kids joined children of other System Administration employees in a variety of activities celebrating Take Our Sons and Daughters to Work Day.

Among the events were break-out sessions that included learning about higher education, interviewing CU employees, discussing healthy choices, picking up tips on money, and navigating an “obstacle course.” The young visitors learned about PSC purchasing and payment activities through the “PSC cheer,” and made paper airplanes to recognize the PSC’s role in supporting CU travel.

## FYE InfoPacket: New Guides to Fiscal Year-End DOs and DATEs

What’s new this month in the area of documentation and support? Several good things for Fiscal Year-End (FYE)!

Instead of one InfoSheet that merges several weeks of payment processing dates with accruals and accrual reversals, this year’s material is segmented to help you get the specific information you need. The new InfoPacket includes a series of guides:

- Ensuring Posting and Payment in FY 2013
- Ensuring Accrual to FY 2013: Forms, PVs, and POs
- Ensuring Accrual to FY 2013: Travel Reconciliation and Procurement Card
- Expense and Accrual Transactions on Your Financial Statements

The first three guides are now available on the PSC and Office of University Controller websites: [www.cu.edu/psc](http://www.cu.edu/psc) and [www.cu.edu/controller/finance](http://www.cu.edu/controller/finance).

The fourth guide will be published May 17.

## New Google Year-End Calendar

Can’t get enough info on FYE dates and processing? Want to know what every office is doing this time of year?

Check out the nimble new [Google Year-End Calendar](#). The Google version lets you select the department (PSC, for example, or Employee Services) whose processing dates and information are of greatest interest to you.

## FY 2013 Procurement Cutoff Reminder

The month of May brings our final procurement cutoff dates for large-dollar purchases that use Fiscal Year (FY) 2013 funds. The last deadline is:

### Friday, May 24

This is the last day to submit large-dollar (over \$5,000) requisitions that will use FY 2013 funds.

Requisition comments must state that the purchase must be received by June 30, 2013. Contact the appropriate purchasing agent for the specific commodity if you have questions.

### Note on small-dollar purchases:

You can continue to process small-dollar requisitions (requisitions \$5,000 and under) after this date. If using FY 2013 funds for your purchases, be sure to work with the supplier to ensure that your order can be fulfilled by June 30 of this year.