

July 12, 2012

Strategic Sourcing News: Applied Biosystems and Invitrogen are now Life Technologies

On July 27, the contents of the Applied Biosystems catalog in the CU Marketplace will be merged with those of the Life Technologies/Invitrogen catalog. The complete catalogs for both companies will then be available through this single punchout – and the Applied Biosystems punchout will be removed from the Marketplace.

This is the latest step in the merger of the 2 companies. All current customers will receive additional details from the vendor in the near future.

Questions? Contact Duane Tucker at Duane.Tucker@cu.edu or call him at 303.764.3453.

Fiscal Year-End Reminder: Accrual Journals on Your Financial Statements

As of last Saturday morning (July 7), your 1st Close reports are available in the Cognos Reporting System. As of this coming Saturday (July 14, after 8:00 a.m.), you will be able to run your 2nd Close reports in Cognos.

You'll find the results of the Concur Expense System and CU Marketplace accruals by looking for the following journals on your financial statements:

- **ACCESE** (stands for "Accrual Expense System Employee reimbursement"): Travel Reconciliation unpaid expense reports, including card transactions and out-of-pocket expenses
- **ACCEST** (stands for "Accrual Expense System Travel card"): Unassigned transactions on the Travel Card
- **ACCESA** (stands for "Accrual Expense System Advance amount"): Unassigned transactions on the Cash Advance Card
- **ACCESP** (stands for "Accrual Expense System Procurement card"): Procurement Card expense reports and unassigned transactions
- **ACCAP21** (stands for "Accrual Accounts Payable") Payment Authorization, Study Subject Payment, and Non-Employee Reimbursement forms
- **ACCAP21MKT** (stands for "Accrual Accounts Payable Marketplace") PO invoices and Payment Voucher requisitions in the Marketplace
- **ACC RECEIPT** (stands for "Accrual Receipt" of Purchase Orders): Online PO receiving

Honorarium Qs & As

As mentioned in an earlier PSC Communicator, this month we're rescinding the Administrative Policy Statement (APS) Honoraria and rolling it back into a procedural statement. Effective July 12, 2012, you'll find the guidance previously provided by the APS conveyed via the revised [PSC Procedural Statement \(PPS\) Payment Voucher/ Authorization](#). (Look for Item # 14 - Honoraria, in the Payment Voucher section of the PPS.)

Most of the content of the old APS was procedural in nature and relied on factors (e.g., small-dollar procurement thresholds) that are determined by University Fiscal Procedures/Procurement Rules as opposed to being set by APS policy. Accordingly, this information is more appropriately conveyed via a PSC Procedural Statement as opposed to an Administrative Policy Statement.

The new procedures set aside the old definition of honorarium payments as "after-the-fact transactions" that if known in advance, or "expected," cannot be processed as honoraria but must instead be handled under Scope of Work (SOW) procedures. In other words, the new procedures allow for prior planning. There can be an expectation of payment, however, that payment must be considered a token payment given the services rendered/individual rendering the services.

Honoraria are still defined as rewarding individuals for **one-time** services, such as a guest lecture. And the dollar limits and thresholds remain the same:

- Honorarium payment cannot exceed \$5,000; and,
- Honoraria over \$2,000 require officer signature on the HNR form. (The form continues to be required only for honoraria over \$100.)

As always, payments to employees are accomplished using the Additional Pay form in HRMS and must be for incidental, additional services beyond the scope of the approved job description. (See your campus compensation policy for additional pay.)

The bottom line: Rescinding the APS, rolling its content into procedures, and accommodating prior planning/intent to pay an honorarium ... all of these approaches bring CU in line with typical handling of honoraria payments at other higher education institutions and eliminate the administrative burden of having to look through multiple sources for guidance.

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