



October 10, 2011

New Online Requester Course

If you enjoy the convenience of online training, you'll be pleased to know that the CU Marketplace Requester course is now available in SkillSoft. To access the course and take its quiz, sign in to the my.CU portal and select the My Training tab. Then click the link to SkillSoft-CU Learning Center.

You can use either the online Requester course or the in-person Requester class to fulfill this part of your required training.

Remember that the role of Requester in the Marketplace requires 3 additional trainings, all of which are online: Fiscal Code of Ethics, Procurement-Purchasing & Contract Management, and IT Security (also known as Information Security & Privacy).

Confirming Travel Card Amounts in Concur

Many callers are concerned to verify that expenses charged to the new corporate liability Travel Card are really being paid directly to the card-issuing bank...and not to the employee who used the card. Here's how to reassure yourself in the Concur Travel & Expense System:

In the expense report, click on the Details tab (upper left, above the expense list) and then click on Totals. This provides a summary of the dollar amounts that were reconciled in the report. For example: In an expense report totaling \$459.94 and involving both corporate liability Travel Card transactions and reimbursable (out of pocket) expense transactions, the Details might display the following information:

- Company Disbursements
Amount Due Employee \$111.72
Amount Due USB Corp Travel Card \$348.22

Questions? Call the FinPro Help Desk at 303.837.2161.

Looking for a Marketplace Voucher?

You've received an email telling you about an issue with a voucher. The email identifies the voucher number, which begins with the letter S. What's the quickest way to look up that voucher?

In the CU Marketplace, look in the upper right corner of the home screen, just under the Active Cart. In the Search field dropdown, select Voucher No (voucher #). Type the voucher number (beginning with S) listed in your email. Click GO. And there you are!

Copier Product Shows Continue

Get up to speed on copier functionality! [Sign up](#) for a Copier Product Show: AMC-Oct 31 or UCB-Nov 2.

Oct 1 Reminder: Vendor Catalog Change

Purchases from all catalog vendors need to be done using their online catalogs in the Marketplace.

Oct 1 Reminder: PV Paper Form is Gone

The Excel Payment Voucher form that you used to fill out and print has been removed from the PSC Forms page and is no longer accepted by the PSC.

The revised PSC Procedural Statement [Payment Voucher/Authorization](#) provides guidance on when to use the electronic Payment Voucher (PV) form in the Marketplace and when to use the Excel Payment Authorization form on the PSC Forms site. The Marketplace PV form accommodates most previous uses of the paper PV form, including: registrations, dues/memberships, honoraria (with signed HNR form electronically attached), independent contractors (with signed SOW form electronically attached), licenses, lodging deposits, participant stipends, performance contracts, postage, subscriptions, and utilities. A complete list of payable items can be found in both the PPS and in a dropdown box on the PV form itself.

The new Payment Authorization (PA) form on the PSC Forms webpage accommodates a select group of items that are best handled on paper for now, e.g., petty cash, cash awards, and refunds. A complete list can be found in the PPS and in on the PA form itself.

The SPO Invoice Allocation form on the PSC Forms webpage is now used to allocate distributions on a Standing Purchase Order invoice. (The form now offers more distribution lines and the ability to designate a different vendor Remit address.)

Fox Named VP of NAEP Rocky Mtn. Region

We're pleased to announce that PSC staff member, Michael Fox, was recently elected as the Second Vice President of the National Association of Educational Procurement (NAEP) Rocky Mountain Region. He will successively hold all chairs spanning the next four years, serving as the President in 2014.

NAEP Rocky Mountain represents over 40 of the region's most respected educational institutions. Michael's achievement is both a great honor for the University of Colorado and a significant personal accomplishment.

In his role as PSC Strategic Sourcing Manager, Michael is responsible for identifying and pursuing strategic business partners for the University of Colorado. We look forward to his ability to serve the world of professional procurement in this new capacity with NAEP.