



February 11, 2011

Town Halls Focus on CU Marketplace, Travel

PSC Town Hall meetings offer a perfect opportunity for you to learn about eProcurement (CU Marketplace) and about travel changes pending this spring. These sessions are rapidly filling up – so if you haven't already registered, you'll want to do so soon.

Remember that each PSC Town Hall meeting is divided into 2 segments:

CU Marketplace – an overview of eProcurement, focusing on how to best leverage its functionality for your department.

Travel Update – a presentation on the University's new contracts, vendors, and online tools.

So [register now for one or both segments](#) of a Town Hall meeting.

Need to change your session after registering? Just contact Michael.Fox@cu.edu, 303.764.3457.

Do You Have Questions about eProcurement?

Want to learn a little more before you go to a PSC Town Hall meeting? Look for the CU Marketplace FAQ link on the [front page of our website](#).

SOW Form Adds a PERA Question

Your campus HR offices have recently revised the [Scope of Work \(SOW\) form](#).

The 2/1/11 version of the form asks if the individual is a PERA retiree. If Yes, he or she must complete the PERA form "Disclosure of Compensation" and send the completed original to PERA, with a copy to Payroll & Benefit Services.

Questions? Contact your campus HR office.

PSC Staff News

We are very pleased to introduce our new staff members:

- **Kyle Schlenker**, in his role as Supplier Enablement Analyst, will be working with vendors and vendor catalogs to leverage CU Marketplace functionality.
- **Carolyn DeTemple** has joined the PSC Administrative Team to support Vending and the Commercial Card Program.
- **Esther Naftz** also supports the Commercial Card Program, as Procurement Card Compliance Specialist. Esther was a PSC student worker for several years, providing significant support in the areas of payables, vending, and small business.

Welcome...Kyle, Carolyn, and Esther. We're happy you're here!

PSC Open Houses Return!

The tradition continues . . . for the 3rd straight year, the PSC will celebrate Procurement Month by holding Open Houses on CU campuses. This popular event allows you to meet staff from the PSC and discuss your department-specific procurement needs. Attendees report that this interaction is very helpful in making their work – and their departments' work – easier.

Joining the PSC at the Open Houses will be individuals from the Office of University Controller-Finance & Procurement Business Services, the FinPro Help Desk, and representatives from the University's strategic suppliers. For additional information, see future issues of the PSC Communicator.

The sessions are:

UCD: March 10, 1-4 pm, PSC Offices, 1800 Grant Street, 5th floor

UCB: March 11, 9 am–12 pm, UMC Glenn Miller Ballroom

AMC: March 15, 9 am–12 pm, Research Center 2, 2nd floor conf room

UCCS: March 16, 9:30-11 am, University Center Berger Hall Ballroom

[Registration is available online.](#)

Questions? Charlene.Lydicke@cu.edu, 303.764.3450.

Registration issues? Michael.Fox@cu.edu, 303.764.3457.

Event Contract Reminder

Many campus departments will soon be planning special events to recognize students, faculty, and staff for their achievements during the academic year.

Whether for commencement, banquets, or receptions, these events typically require a contract. University policy requires that **all** event contracts (for facility usage, guest lodging, catering purchases, etc.), **regardless of dollar value**, be processed through the PSC for prior review and signature. Deposits or advance payments cannot be made for event services until the contract is properly reviewed and approved. So you should be sure to submit all contracts to the PSC as soon as possible. (Large-dollar ones, in particular, can sometimes take up to 3-4 weeks to finalize.) Large-dollar events also require a PO Requisition or SPO Requisition. Last but not least, you may need to submit additional forms to the PSC, e.g., Official Function, Advance Payment to Vendor, Fundraising Authorization.

Questions? Contact Darlene.Morrow@cu.edu, 303.764.3415.