

June 15, 2010

## July Updates

As you know, in response to the President's call for increasing efficiency, the PSC has adopted the same January/July cycle used for university-wide policy changes for our own updates to procedures and forms. Following is a brief review of some of the [pending changes](#).

### Alcohol

The Administrative Policy Statement (APS), the PSC Procedural Statement (PPS), and forms are being streamlined to focus only on using university funds to purchase alcoholic beverages. Additionally, the Alcohol Purchase Authorization (APA) form is being merged with the Official Function (OF) form. (Remember: in the Expense System, alcohol and official function information is provided directly in the system and transactions are routed for appropriate approval...so the paper forms are not needed for Expense System transactions.) See our [one-page summary online](#).

### Study Subject Payments

The PPS will describe all procedures used to accomplish these payments. All payments made using the Study Subject Payment (SSP) form will be confidential.

### Complimentary Tickets

The PPS is being modified to note that guests – as well as family members – of employees may be the recipients of complimentary tickets. The Business Role Substantiation form is being eliminated since the information required on that form can be conveyed in the Comments section of Non-Employee Reimbursement (NR) form – or in the employee's Expense System expense report...as appropriate.

### Political Expenses

This APS is being rescinded as it has now been replaced by other guidance.

**Questions?** [Normandy.Roden@cu.edu](mailto:Normandy.Roden@cu.edu), 303.837.2117.

## Red Stop Signs when Submitting Expense Reports

Has this ever happened to you...? You attempt to submit an expense report and you see some red stop signs due to unallocated transactions. (In other words – the system won't let you submit until a SpeedType has been associated with every expense.) So you provide SpeedType information – and yet the red stop signs remain. Why?

The lingering red alerts are simply a function of Expense System logic. The system only looks for SpeedTypes when the Submit Report button is clicked. So you (and the person you created the report for) will continue to see those red icons until Submit is clicked again. This is – overall – a good thing. If the Expense System looked at SpeedType detail before Submit, you'd start getting those red stop signs immediately – for every expense line you add. Many report preparers prefer to wait till the report is complete, and then allocate all transactions at once to a single SpeedType.

*FCS Director Cathy Marquis Retirement Event*

Thursday, June 24 4-5:30 pm

Koenig Alumni Center, Boulder Campus

[RSVP online](#)

## Cardholder Detail on Financial Statements

Good news: You can now see Procurement Card transaction detail on your Revenue & Expense Statement Detail Report. This enhancement applies to reports burst to the portal and those run on-demand in the Reporting System.

For a quick overview, see our Learning Resources on [The Expense System and your Financial Statements](#).

## Reimbursements that Span Fiscal Years

When an Employee Reimbursement expense report is submitted before the accrual deadline, the accrual process looks for transactions on the report that are dated June 30 or earlier...and ignores any transactions with a later date.

Travel Card transactions attached to the report will automatically have the correct date. So just be sure that when you add your out-of-pocket expenses, you identify the appropriate transaction date for each expense.

More info: [PSC FYE Information for Departments](#).

## The Right Form

The FinPro Help Desk has received a lot of questions lately on which forms to use for what process...

**Payment Voucher vs. Purchase Order** – Use the PV only for the items specifically allowed to be paid on that piece of paper...as listed in detail in the [PPS Payment Voucher Authorization and Use](#). Use the DPO to purchase small-dollar (up to \$5,000) items when the Procurement Card is not an option.

**Standing Purchase Order vs. Purchase Order** – You'll want a purchasing agent to create an SPO if you will be purchasing repeatedly from the same vendor and the Procurement Card is not an option. You'll want a purchasing agent to create a PO if you have a one-time high-dollar (over \$5,000) procurement need.

**Non-Employee Reimbursement form vs. anything else** – Yes, the NR form means exactly what it says. Use it to reimburse non-employees (including students) for travel and other expenses incurred for university business.

## PSC Staff News: New SBLO in Town

The PSC is pleased to introduce Penny Davis as the University's new Small Business Liaison Officer (SBLO).

As a graduate of CU Boulder and a former Accounting Technician in the PSC Payables division, Penny is familiar with the University of Colorado from both academic and administrative perspectives. Furthermore, as the owner/ operator of several small businesses in her native New Orleans, she is also well-versed in the challenges facing small business.

Penny looks forward to working closely with campus departments that have federal contracts, and to providing maximum opportunities for small business concerns to do business with the University. The PSC appreciates both the years of business experience that she brings to our team, and the leadership that she will provide for the university-wide Small Business Program.

You can reach her at [Penny.Davis@cu.edu](mailto:Penny.Davis@cu.edu) or by calling 303.315.2884.