

April 29, 2009

## Official Function Form Guidelines

New requirements for completion of the Official Function form were introduced on April 1.

The organizational unit must complete the Official Function (OF) form if:

- The total cost of the official function exceeds \$500; or,
- Regardless of total cost, the per-person cost of the official function exceeds \$85.

Remember: the \$500 does not take into consideration the cost of reserving or decorating the venue; only the food/beverage for personal consumption and the related taxes/tips is included.

In addition to the organizational unit's authorizing signature, the OF form must be approved by an officer who is the appropriate campus oversight manager for the organizational unit and the associated function when:

- The total cost of the official function exceeds \$10,000; or,
- Regardless of total cost, the per-person cost of the official function exceeds \$85.

**Questions?** Review the PPS [Official Functions](#) or contact [FinProHelp](#) at 303.837.2161.

## Small Business Corner

Welcome to the Small Business Corner! Once a month, helpful information about the Small Business Program will appear here. This month we want to make sure you know about the Reverse Trade Fair on May 14th on the Boulder campus. This event connects campus departments looking for goods and services with small businesses that can provide such goods and services.

Do you know any companies who might be interested in attending? Would you like your department to be involved in the next Reverse Trade Fair? Contact [Amber.Williams@cu.edu](mailto:Amber.Williams@cu.edu) at 303.315.6356 for info.

## Save the Date: 2009 Supplier Showcases

It's that time of year again! The Procurement Service Center (PSC) is hosting the annual Supplier Showcases. Here is your chance to meet with suppliers with whom you already do business and to discover goods and services from potential new vendors.

All Supplier Showcases will take place from 10 am to 2 pm at their respective campus:

**Boulder** - Wed., September 2 at the Coors Event Center

**Anschutz Medical** - Thu., September 10 in RC-2 Conference Room

**Denver Downtown** - Mon., September 14 at the Tivoli Ballroom

**Colorado Springs** - Thu., September 24 in the Univ. Center Gym

**Questions?** Look for more information in future issues of the PSC Communicator.

## FY09 Cutoff Date Reminders

### Fri., May 1 - Purchases Requiring Formal Bids

Last day to submit PO/SPO Requisitions for purchases that will require formal bids (purchases of goods/services in excess of \$150,000). Your requisition comments must state that the procurement needs to be received by June 30, 2009.

### Fri., May 15 - Purch. Requiring Documented Quotes

Last day to submit PO/SPO Requisitions for purchases that will require documented quotes (purchases of goods \$5,000.01-\$150,000 using federal funds or \$10,001-\$150,000 using non-federal funds; and purchases of services \$5,000.01-\$150,000 using federal funds or \$25,001-\$150,000 using non-federal funds). Your requisition comments must state that the procurement needs to be received by June 30, 2009.

### Fri., May 29 - Other Purchases Using FY09 Funds

Last day to submit all other PO Reqs that will use FY09 funds. Your requisition comments must state that the procurement needs to be received by June 30, 2009.