

June 12, 2008

Updates on Office Supplies

Survey Results Overview

The results from the Corporate Express survey are in. In general, Corporate Express received high marks in product selection, product availability, and the overall value provided to CU. Survey results showed that cost and availability are your primary drivers when making purchasing decisions, and that you are interested in purchasing “Green” products as long as they are cost effective. Corporate Express is analyzing the results (389 responses) to determine how to provide better service to CU. If you are interested in further details on the survey, contact [Michael Fox](#) at 303-315-2848.

Contract Changes

Effective July 1, the PSC will change CU’s contractual relationship with Corporate Express. **This change will result in an 11% average savings on office supply expenses.** Our current Account Managers (Jolane DeClercq, Jeff Twist and Penny Harper) will still be supporting us. **Note:** Campus departments will see no substantial operational differences.

You will notice price changes for many of the items you purchase regularly. While a majority of the changes reflect price decreases, there will be some items with increased cost. Remember that our collective savings will be 11%. If you have any questions on this change, contact [Ed Dinkins](#) at 303-315-2791.

Recycled Paper: Now a Cost Effective Alternative

One exciting element of our new contract is the reduced price for recycled paper. The paper (product #CEB8511RCY) has 30% post consumer recycled content and will cost **7.6% less than our current price for non-recycled paper.** This paper has been thoroughly tested and performs very well in both printers and copiers. It is better for the environment, and it looks great, too. If you have questions on recycled paper or other green products, contact [Jeff Darling](#) at 303-492-4302.

Corporate Express and Staples

Corporate Express has accepted an acquisition offer from Staples. The PSC has been in contact with Corporate Express and they have assured us we will see no immediate changes. We will keep you informed as this moves forward.

Important PSC Related Closing Dates

Tuesday, June 24

Last day for the PSC to receive Travel Vouchers to ensure payment in FY08

Tuesday, June 24

Last day for the PSC to receive Non-Travel Vouchers to ensure payment in FY08

Top 5 Procurement Card Violations

As a participant in the Procurement Card Program – whether as a Cardholder, Approving Official, or Reallocator – you agree to abide by all applicable policies, procedures, rules, and regulations. This helps to ensure the integrity of the program and to minimize violations.

[The Procurement Card Handbook](#) includes a complete list of program violations and their consequences (see Section 6-Violations and Prohibited Transactions). Each year, the PSC is required to report Procurement Card violations to the State Controller’s Office. An analysis of the last few years has highlighted the **following top five violations:**

1. Documentation not turned in within 30 days

Cardholders must provide receipts to their Reallocators within 30 days of transaction date.

2. Documentation failure

The Statement of Account must be fully processed within 30 days of the end of the cycle. (This includes signing by the Cardholder and Approving Official, identifying valid business purpose, and attaching supporting documentation.)

3. Split purchase

A purchase can not be split between more than one transaction in order to circumvent the small-dollar purchasing limit on the card. (This applies to purchases with a total cost, including shipping, over \$4,500.)

4. Travel expense

The Procurement Card can not be used to cover most travel-related expenses. (This includes airfare, meals in travel status, car rental, and lodging.)

5. Card sharing

The Procurement Card can only be used by the designated Cardholder. (Cardholders must not share their cards or card numbers with other individuals.)

If you have any questions on violations, please contact the PSC’s Procurement Card Compliance Specialists: [Jeff Lehmann](#) at 303.315.2808 or [Toni Johnson](#) at 303.315.2809.

Save the Date: Supplier Showcases

Dates have been finalized and rooms have been reserved so mark your calendars for the CU Supplier Showcases:

Colorado Springs Campus

Wednesday, September 10 *University Center Gymnasium*

Anschutz Medical Campus

Tuesday, September 16 *Research Center 1*

Downtown Denver Campus

Thursday, September 18 *St. Cajetan’s*

Boulder Campus

Tuesday, September 30 *UMC Glen Miller Ballroom & Room 235*

Stay tuned to the PSC Communicator for registration info.