

April 18, 2008

## Reimbursement Restrictions Take Effect May 1

Next month marks the full implementation of the revised PSC Procedural Statement (PPS) [Payment Voucher Authorization and Use](#). Beginning May 1, 2008, requests for reimbursement will not be processed if the items personally purchased were office supplies, computers, or furniture.

The restrictions apply to all individuals (employees and non-employees) and to all reimbursement requests (on Travel Vouchers – for incidental goods purchased during business trips – as well as on Payment Vouchers). For additional information, please review the PPS or contact the [Finance and Procurement Help Desk](#) at 303.315.2846.

## Defining Office Supplies

What is an office supply? Many of you have been asking this question as you seek to communicate the new reimbursement restrictions to others in your organizational unit.

Following is a summary list of office supplies that you have recently asked about. You cannot be reimbursed for these items beginning May 1.

- badge holders
- markers - all types
- binders - all types
- paper (white/color)
- calculators - all types
- paper clips
- calendars/inserts/day planners
- pop up dispensers
- cartridges/toners - all types
- post-it notes
- correction tape/fluid
- push pins/thumb tacks
- desk top organizers/accessories
- rubber bands
- dry erase boards
- rubber stamps
- DVDs, CDs
- scissors
- Envelopes/mailers - all types
- scotch tape
- erasers
- staple removers
- file storage
- stickers
- finger grips
- tablets/pads/notebooks
- folders
- tape dispensers
- glues & adhesives (tape)
- tapes - adhesives
- hole punches
- vinyl letters
- index dividers
- writing instruments & refills
- labels - all types

## Office Supply Survey Reminder

Don't miss your chance to give us feedback on the office supply contract. The PSC wants to do everything possible to ensure your satisfaction with this contract. Our goal is to measure how well Faison/Corporate Express is performing for the University. The [online survey](#) will be available until May 9.

## The Importance of Security

From time to time it is a good idea for all of us to take a step back from our jobs and consider the extent to which we comply with the University's [security policies and procedures](#). We often think that security is mainly the concern of the information technology specialists working in our offices and behind the scenes. However, many (if not most) security breaches occur due to low-tech violations of security policies and procedures by University employees. For example: did you know that if you are contemplating a procurement that involves IT services, you should contact your campus IT department to discuss sensitive data issues? This includes all procurements even those processed on your Procurement Card.

### Security training is available

The PSC encourages all employees to undertake their own security assessment in order to enhance the security of the environment in which the University conducts its operations. As an aid in assessing your security environment, it is very helpful to take the online training course "Information Privacy and Security – Basic Course – System Campus," available at <http://blackboard.cuonline.edu>.

### Among the many topics discussed are:

- the types of information and how we need to treat them;
- the risks to the University and to others of not treating information appropriately; and,
- the common sense things we can all do to enhance security, such as not having our computer screens set up so as to be easily viewable by others, and not leaving our computers showing private information if we leave the vicinity.

The online course also contains a list of contacts for each campus, instructions for compliance, as well as other resources.

### Think about security

Carrying around a flash drive with non-encrypted private information is a violation of University security policy. Fortunately, this is easily fixable by simply encrypting the data. **But ask yourself:** is it a good idea to carry private information around on a portable device in the first place? Take the [Information Privacy and Security course](#) to find out.

## Spring Forums

Mark your calendars for the spring forums presented by the Office of University Controller (OUC) and the Procurement Service Center (PSC). The forums will review recent updates and introduce pending changes to policies, procedures and systems. Important fiscal year end processes will be explained, and key year end deadlines will also be announced. Other topics to be covered include strategic sourcing, the small business program, Expense System implementation, and reimbursement restrictions

See the [Spring Forums Registration page](#) for times, locations and additional topics to be covered.