

August 24, 2007

Expenditure Control Forums

Beginning October 8, 2007, Fund 10 and Fund 34 transactions will fall under Expenditure Control (EC). If your *organizational unit* has Standing Purchase Orders (SPOs) using controlled SpeedTypes (Funds 26, 72, 78, 80 and now Funds 10 and 34), you will want to register for one of the scheduled [Expenditure Control Forums](#). The EC forums begin on September 5, and **advance registration is required**.

The EC forums provide an overview of the initiative and offer an in-depth look at Phase 2 (Fund 10 and Fund 34). The sessions include a presentation by representatives from the Office of University Controller and the Procurement Service Center, a series of Expenditure Control examples, and a question and answer period. Attendance is strongly recommended for those who incur expenses using university funds, create and approve finance and procurement transactions, and manage the finances of an organizational unit, school, etc.

If you have questions regarding the Expenditure Control rules, please see the [Expenditure Control website](#) or contact your campus finance office. For questions on how to accomplish SPO change orders, encumbrance distributions, and SPO close actions, refer to our [Step-by-Step Guides](#) or the [FinPro Help Desk](#). Questions about the use of specific SPOs should be directed to your purchasing agent.

Blackboard Training has moved

There's a new web site for the University's online job-related training courses (fiscal code, finance, procurement card, purchasing/payables, travel, etc.). If you have a bookmark to the old site (<https://blackboard.cudenver.edu>), please replace it with the new address: <http://blackboard.cuonline.edu>.

Payable Services Web Site Expanded

One of the best ways to learn about Accounts Payable and Travel processes and services is to review the [Payable Services section](#) of the Procurement Service Center (PSC) web site.

Among the recent enhancements to the Accounts Payable sections, check out [I Need to Pay for Something, Now What?](#) It provides an overview of accounts payable processing, including:

- tax exempt information for the University of Colorado;
- Payable Services invoice handling procedures;
- how to request wire transfers and electronic funds transfers; and,
- how to resolve stale-dated warrants.

Procurement Card Dispute Process Simplified

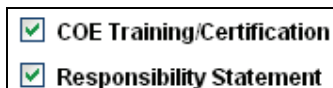
To dispute a transaction, the Procurement Card Cardholder can now call JPMorgan Chase directly. Previously, the Cardholder had to enter the information into the ACARD System, print the form, and fax it to the bank. They can now call the general phone number for JPMorgan Chase (1.800.316.6056) or call the Disputes Department directly at 1.888.297.0768. The Dispute representative will determine the best course of action. If a dispute is warranted, the Dispute representative will fax the appropriate form to the Cardholder. Within 24 hours of the dispute, the Cardholder should expect to see a credit to offset the original charge. The Cardholder should then alert the Reallocator about both the charge and the credit: both transactions should be reallocated to the same SpeedType and Account. For more information about the Dispute process, please see the [Procurement Card Troubleshooting Guide](#) or call Procurement Card Administration at 303.315.2847.

Cell Phone Procedures Update

Please note that Fiscal Code of Ethics training is no longer required in order to obtain a PTA (Personal Technology Authorization) #.

The [Personal Technology and Telecommunications procedures](#) have already been revised to reflect this change. The Finance System Technology Requests pages, however, are pending update.

So – as long as you see the Code of Ethics (COE) checkbox on the Tech Requests page, you can simply check it. However, since the Personal Technology Responsibility Statement is still required, be sure to mark that checkbox only if the recipient of [wireless telecommunications](#) has truly submitted the statement.



Register for a Supplier Showcase

The Procurement Service Center (PSC) is hosting [Supplier Showcases at all university campuses](#). These Showcases run in conjunction with the Office Product Shows sponsored by Faison/Corporate Express.

All faculty and staff – regardless of their home campus – are invited to attend any Showcase. So that we may adequately plan, we are asking you to [register for the Supplier Showcases](#).

Campus	Showcase Date/Location
Colorado Springs	Wednesday, Sept. 12, 10 a.m. – 2 p.m. The Lodge, 2 nd floor
Boulder	Tuesday, Sept. 18, 10 a.m. – 2 p.m. UMC – Glenn Miller Ballroom & Room 235
UCDHSC-Downtown Denver	Thursday, Sept. 20, 10 a.m. – 2 p.m. St. Cajetan's Event Center
UCDHSC-Anschutz Medical campus	Thursday, Sept. 27, 10 a.m. – 2 p.m. RC-1 North, 1 st and 2 nd floors