



JANUARY 12, 2007

Improved SPO Project Funds Encumbrance Handling

As you know, all SPOs (Standing Purchase Orders) have been encumbered as of November 4, 2006. In December, we implemented an enhancement to the SPO encumbrance handling. This change affects new online processing...and also repopulated data on existing SPO Requisitions and SPOs to make them consistent with the new online processing.

If an SPO Requisition or an SPO uses only one or more PROJECT SpeedTypes (funds 30, 31, 71, 75, 76, 77, 79), then:

Encumbered Amount will = SPO Total if the SPO Req/SPO is valid in this fiscal year. In other words, if the SPO begins in this FY – or if it begins before this FY and ends in this FY – or if it begins in/before this FY and ends in a future FY – then Encumbered Amt = SPO Total Amount. *For Example:*

You have an SPO Req or an SPO that follows the 2007 calendar year (Jan through Dec 2007.) So it's half in this FY and half in the next FY. The SPO Total is \$100,000.

- If you use Fund 10, the default would be \$50,000 in Encumbered Amt and about \$50,000 in Amount to Add Next FY.
- If you use any of the above seven project funds, you'd expect to see the full \$100,000 in Encumbered Amt and \$0 in Amount to Add Next FY.

Note that you cannot change how the encumbrance is calculated for SPO Requisitions and SPOs that use only project funds.

OUC/PSC Closed 1/15/07

The Office of University Controller, Procurement Service Center, and the Finance & Procurement Help Desk will be closed for a CU System holiday on *Monday, January 15, 2007* in observance of Martin Luther King, Jr. Day.

Expenditure Control - Phase I

Expenditure Control went live on January 8th for SpeedTypes in Funds 26, 72, 78, and 80 (Note: UPI Fund 80 SpeedTypes are not included). What does this mean to you? If you attempt to process a PO/SPO Req, DPO/PO/SPO, Voucher, PO/SPO Voucher, or any type of Journal Entry in a Phase 1 fund, and the resources available in the SpeedType are less than the transaction amount, the transaction will fail. Refer to the [Expenditure Control Initiative Page](#) for more information including the presentation used during campus forums, the Expenditure Control Finance Procedural Statement, Step-by-Step Guides, and the Resource Check Matrix (which tells you when the Finance System checks the available resources for each transaction type and how you will know if a transaction fails.) Hint: For the transactions types listed above, resource check is done after approval!

COMMUNICATOR NEWSLETTER

Published by: University of Colorado
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Mileage Reimbursements Go Up

New [mileage reimbursement rates](#) take effect for reimbursable miles driven January 1, 2007 and later. The new rate is \$0.39/mile. If road conditions **require** four-wheel-drive vehicle, reimbursement is \$0.41/mile. (*Travelers are not entitled to the 4WD rate simply because they drive 4WD vehicles. Rather, 4WD use must be necessitated due to trip conditions in order to receive the 4WD rate. For example, if it is a requirement of the trip to go off-road, then the higher rate may apply.*)

Please bear in mind that reimbursable miles are those business miles driven **in excess of** the normal round-trip commute to your usual work site. This applies regardless of the type of transportation used for the normal commute (e.g., light rail, bus, bicycle, carpool). For discussion and examples, see the Procurement Service Center mileage calculation guidelines: (Go to <https://www.cusys.edu/psc/payable/travel/> then select **Reimbursable Mileage** in the gray box.) The Travel Voucher on the web continues to reflect the previous rate (\$0.33/mile) since most mileage reimbursement requests being processed now are for miles driven prior to January 1. You can, however, change the rate on the form to the new rate, if applicable. Effective February 1, the Travel Voucher form will default the new rate. If after that time you are requesting reimbursement for pre-January 1 miles, you must change the rate back to the lower rate. Questions? Contact the Finance and Procurement Help Desk at 303.315.2846.

A Better Way to Say OK TO PAY: SPO Voucher Approval on Paper

Do you receive SPO invoices directly from the vendor? You can forward them to Payable Services and authorize them to pay (as long as the individual SPO invoice is not over \$4,500) by following these procedures:

To indicate OK TO PAY on the paper invoice, you must write 'OK TO PAY – SPO # _____.' Print your name. Sign and date the paper. Send to Payable Services. *The PSC will enter and approve the voucher according to procedures.*

If you do not follow this process (e.g., you don't print your name, or you forget to sign, or you provide your initials only), *then the PSC will enter the voucher but will not approve it.*

Ashok Sharma now Director of Payable Services

The Procurement Service Center (PSC) is pleased to announce that Ashok Sharma is now the PSC's Director of Payable Services. Ashok began his career with the Health Sciences Center Accounts Payable (AP) department in 1989, becoming the AP Manager for the University of Colorado after the creation of the PSC in 1999. In his new role, Ashok is responsible for Accounts Payable, Travel, and 1099 Reporting services. **Congratulations!**

