

Jennifer Bergman Recertified as CPPB

We are pleased to announce that **Jennifer Bergman** has recently completed her recertification as a CPPB – a *Certified Professional Public Buyer*.

The recertification process is an extensive one, comprising both educational and professional components. The Procurement Service Center congratulates Jennifer – one of our Procurement Card Compliance Specialists – on her dedication and achievement.

Good job, Jennifer!

Charlie Geanetta Recertified as C.P.M.

Also receiving his professional recertification recently is **Charlie Geanetta**. A PSC Purchasing Services Manager, Charlie is responsible for coordinating the activities of a team of purchasing agents as well as for administering the Procurement Card Program. His professional designation is as a C.P.M. – a *Certified Purchasing Manager*.

While his initials differ from Jennifer's, Charlie's recertification demonstrates the same commitment to education and professional service. We appreciate his knowledge of procurement policy and procedure.

Congratulations, Charlie!

Apple Battery RECALL

Are you using an Apple notebook computer purchased during the last three years?

Apple Computer has voluntarily issued a recall of batteries that pose a safety risk due to possible overheating. The affected batteries were manufactured by the Sony Corporation of Japan and were sold between October 2003 and August 2006 for use in the following notebook computers:

- **12-inch iBook G4;**
- **12-inch PowerBook G4;** or,
- **15-inch PowerBook G4**

Eligible customers can obtain a free replacement battery.

To find out if you have one of the recalled batteries and what to do about it, go to <https://support09.apple.com/index.html>.

Vendor Shows Coming Soon

Back by popular demand and better than ever...the vendor shows.

The PSC will soon announce the supplier showcase schedule for this fall. *Look for details next week.*

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After-the-Fact Purchases

Are you and your colleagues familiar with the University's After-the-Fact Purchases Policy?

The consequences of violating this policy are significant, so please take a moment now to review it...

What is an After-the-Fact (ATF) purchase?

Purchases over \$4,500 require the issuance of a purchase order by a PSC purchasing agent. It does not matter if the purchase is for a single item costing over \$4,500...or for many items totaling over \$4,500. *Shipping charges are included in the cost.* If you initiate a high-dollar (over \$4,500) purchase yourself, you violate the ATF Purchases policy.

How does an ATF occur?

Individuals in the organizational unit order or obtain a good or service that a purchasing agent should have ordered for them.

What do you do about an ATF?

You must follow the procedures described in the ATF policy (www.cu.edu/psc - PSC Procedural Statements). Note that the policy includes a list of campus contacts. Please confer with your campus contact prior to taking any action. The designated individual or office will help you work through the process.

What happens then?

The required documentation must be reviewed by the campus Chief Financial Officer and – depending on dollar amount and circumstance – the State of Colorado Controller. They evaluate the situation that led to the ATF and decide whether to approve payment by the University.

Why is an ATF bad?

ATFs result in delayed payments to vendors who have, in good faith, provided goods or services to the University. Furthermore, the individual who initiated the improper transaction may be held personally liable for payment (*Colorado Revised Statutes, 24-30-202(3)*).

How do you prevent ATFs from happening?

Be sure that everyone understands the ATF policy...and that only the designated individuals initiate purchases on behalf of the organizational unit.

What if you have questions?

Contact the appropriate purchasing agent. For a list of purchasing agents and the commodities in which they specialize, go to www.cu.edu/psc - click on Purchasing Services, I Need to Buy Something, then select *What is being purchased*.

Learning More about *How to Buy*

You frequently tell us how much you like the handy **How to Buy** guides. (At www.cu.edu/psc, select Purchasing Services, I Need to Buy Something, then *What is being purchased*. From the list of purchasing agents and their commodities, use the information icons to pull up the How to Buys.) Be sure to note:

- How to Buy Background Checking Services
- How to Buy Computer Peripherals
- How to Buy DHL Delivery Services (Small Package)
- How to Buy Professional Search Firm Services

