



Eliminating Zero-Dollar SPOs

The Standing Purchase Order (SPO) is intended to facilitate multiple purchases from a single vendor over a period of time...typically, one year. For the departments that use them, SPOs can enhance the procurement process by providing flexibility and convenience to accomplish their repetitive purchasing needs.

Unused SPOs, on the other hand, generate an increased workload for both department staff and PSC purchasing agents. These are SPOs that were never used to purchase the described items from the designated vendor: in other words, zero dollars have been spent. Of the 7,579 SPOs renewed in fiscal year 2003, the Procurement Service Center (PSC) has identified 2,119 such zero-dollar SPOs. This figure represents 28% of all SPOs created in that year.

As a result, the PSC – with the support of the campus and System controllers – is implementing a new policy to reduce or eliminate unnecessary SPO renewals:

Effective immediately, your purchasing agent will not renew a Standing Purchase Order (SPO) that has not been used during the past SPO term. Upon receipt of an SPO Renewal request for an unused SPO, the PSC will e-mail the department outlining more appropriate procurement options, e.g., the University Procurement Card, Departmental Purchase Order, and so on.

For small-dollar repetitive purchases, the Procurement Card is the preferred method of procurement: see www.cusys.edu/psc/purchasing/procurementcard.

Questions regarding departmental purchasing options should be directed to the purchasing agent who specializes in the desired commodity. A current list of *Who buys What* is available at www.cusys.edu/psc/purchasing/whobuys-commodity.html.

Cullinet (Finally) Goes Away

Think back before PeopleSoft...do you remember the University's Cullinet procurement software? Although it was no longer used for active processing, CU's old Cullinet database remained accessible after July 1999 (when PeopleSoft was introduced) in order to allow research into old purchase orders and vouchers.

Effective April 30, 2004, Cullinet will finally be closed down, and the PSC will be unable to research Cullinet records.

1099s to PBS, W-9s to PSC

Thanks for sending the 1099-Misc statements you receive to the PBS (www.cusys.edu/psc/newsletter/psc-com2004-FEB_03.doc). Please remember, however, that any **W-9 forms** received from vendors should be sent or faxed to the PSC.

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Changes in Travel

So what do the new fiscal rules (effective April 2004) say about State travel?

As you already know from reading the April 23 *PSC COMMUNICATOR*, the meal per diem rates have increased. New schedules for domestic and international locations are available on the Colorado Statewide Travel Management Program (STMP) web site. To see the new amounts, go to www.cu.edu/psc and click on Payable Services – Travel, then select the STMP link in the grey box, in the upper right corner of the Travel web page.

Other Travel news...

- Travelers can now be reimbursed for a personal phone call costing up to \$2/day for each full day in travel status. (Previously, this was limited to a reimbursement of \$1/day.)
- “Reasonable” tips for services – e.g., restaurant, maid, etc. – have now been defined as not to exceed 20% of the total charge. (Previously, there were no guidelines.) *Please remember that tips on meal service are already included in the per diem allowance and cannot be claimed separately.*
- You can now use your State Travel Card (US Bank VISA) at an ATM to obtain cash advances of up to \$1,500. (Previously, advances were limited to \$500 per trip.)
- If your destination city is not listed on the US CONUS per diem table, you can access a handy city-county search tool from the STMP web site to determine your destination county...and, therefore, the appropriate per diem rate. Go to www.state.co.us/gov_dir/gss/cen/travel/stmp/, and look in the lower right corner under *Tools*.

And a few Travel reminders...

- When attaching receipts to your Travel Voucher, don't forget to tape small (less than half-page) documents to a standard size sheet of paper...and staple the entire packet once.
- CU employees: If your TV will be received in the PSC more than 60 days after trip end, please note this on the form. (And we won't call you to tell you what you already know...that the reimbursement will be reported as income.)

Scope of Work (SOW) Form & Sponsored Programs Approval

The SOW form was recently (effective 4/2004) revised to remove references to sponsored program signature.

Please note that your campus grants/contracts office must still review and approve high-dollar purchases using sponsored program monies. The usual approval process continues to apply to your Requisitions and Standing Purchase Order Requests when these funds are involved.

*The SOW form **always** requires the signature of a designated campus Human Resources contact **or** (if paying a foreign national) the signature of an international tax specialist at Payroll & Benefit Services.*

