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PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter via email:
Email uis@cu.edu and
ask to be added to the User Alert list.

January 11, 2017

Purchasing News & Updates

Here are two new processes to make your procurement work easier in the new year!

Changing owners on POs/SPOs

First, a reminder that we recently gained the ability to change the owner of a purchase order.

In the past, if a PO/SPO creator left your department, you needed to cancel the purchase order and create a new one in order to put someone else in charge and let them make changes.

Now, you can simply email Changeorder@cu.edu and identify the individual who should replace the current purchase order owner.

A few things to note:

- Clearly state that you want to change the **owner** of a purchase order.
- Identify the PO/SPO number and supplier.
- Be sure that the replacement has the role of Requestor in CU Marketplace.
- Include approval from the department approver for this replacement (e.g., by forwarding an approving email from the department approver).

Creating new Ship To codes

Second, we're pleased to announce an easier way to create/update campus locations in CU Marketplace.

In the past, if you wanted to identify a new campus delivery location for a requisition, you needed to complete and submit the Ship To Location form.

Now, you can simply email Changeorder@cu.edu and provide the location information.

A couple things to note:

- Clearly state that you want to create a new ship to location (or update an existing one, in which case, identify the current code).
- Identify the campus name, building name, and complete street address.

We hope you find these new processes easy and efficient. Happy New Year!

Concur News: Remapping the "Flowers" Expense Type

At the request of the campus controllers, we've modified how the Concur expense type "Flowers, Fruit Baskets, and Greeting Cards" feeds to the General Ledger.

The updated mapping (one change) is as follows:

- **Employee (Flowers, etc.) – 550106** (NonCash Recognition Employees)
- **Non-Employee/Non-Student (Flowers, etc.) -** previously 547601 (Award to Others) now » 550108 (Noncsh Particip/Recog NonEmpl)
- **Student (Flowers, etc.) - 550108** (Noncsh Particip/Recog NonEmpl)

Questions? Contact FinProHelp@cu.edu.

Travel News & Updates

If you travel on University business, or if you book travel for others, you'll want to check out two of our online resources this month – the DIA parking page, and the rental car page.

Here's what's new:

Off Airport Parking Vendors Serving Denver International Airport - WallyPark new reservation process

WallyPark has changed their process for obtaining CU's discounted parking rates. The new process requires online registration through CU's custom landing page, and WallyClub Cards are no longer being issued. (Note, however, that if you forget to make an online reservation but you have an old WallyClub Card, you can still use that card when exiting the lot to receive the University's discounted rates.)

For details about the new WallyClub reservation process – as well as information about CU's other DIA parking agreements with Canopy Parking, ParkDIA, The Parking Spot, and USAirport Parking – visit the DIA parking page on the PSC website.

Renting a Car – new resource

Before you make your next car reservation, be sure to check out the PSC's new Renting a Car webpage!

You'll find comprehensive information about CU's rental agreements, rates, and insurance ... plus instructions on how to make reservations online or by phone.

Questions? Contact Shannon.Miller@cu.edu.

Reminder: No Agenda Forums in January

You can still register for a No Agenda Forum on your campus this month! Get answers to your questions, and get acquainted (or re-acquainted) with the PSC staff. For dates/times, see below.

To register: http://www.cvent.com/d/7vqc79

Questions? Contact Denise.Nakamichi@cu.edu.

Upcoming PSC Event

We'll be on your campus soon with these events:

No Agenda Forums

- **Wed, Jan 18 (1:30-3:30 p.m.):** CU Boulder-UMC, Room 235
- **Thurs, Jan 19 (9:00-11:00 a.m.):** CU Anschutz Medical Campus-RC2 Krugman Conference Hall
- **Tues, Jan 24 (10:00 a.m.-12:00 p.m.):** CU Colorado Springs-University Center, Berger Hall
- **Wed, Jan 25 (9:00-11:00 a.m.):** CU Denver-Lawrence St Center, Terrace Room

We hope to see you there!