

May 2, 2008

## Available May 1: The CU Limited Card

Do you have staff who occasionally need to make small purchases, but do not need the purchasing power of a Procurement Card? The CU Limited Card is designed for individuals whose purchasing needs do not exceed \$200 per year. The \$200 limit cannot be changed and the card is no longer valid once this limit is reached. **No training is required for the cardholder.** For more details see the new form [Cardholder Application - CU Limited Card](#), on the PSC Forms web site.

## Procurement Card Handbook Revised

In response to recent developments, a [new version of the Procurement Card Program Handbook](#) is now available. Updates include:

- Information about the new CU Limited Card.
- New text on Security Considerations (see Section 5). This provides important information about protecting the card. It also instructs cardholders to discuss sensitive data issues with their campus IT department whenever contemplating a procurement that involves IT services.
- Revised Disputes information (Section 5). This streamlines the dispute process, enabling cardholders to contact the bank directly, and eliminating the requirement to enter dispute data in the ACARD System.
- Allowability of click-through agreements for small-dollar purchases. For example, cardholders can now make online purchases with Amazon.com and PayPal. (But see "Exception" under "Contracts Without an Authorized Signature," in the Prohibited Transactions section.)
- Revised Prohibited Transactions. A new category — foreign company purchases — has been added. It applies to the purchase (not rental) of (1) supplies and other tangible personal property, and (2) services performed entirely outside the U.S.

## Procurement Card Questions: FinProHelp

As of May 1, the Finance and Procurement Help Desk now answers your questions on Procurement Card use and the Procurement Card Program. For assistance, please contact the Help Desk at 303.315.2846 or [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu). **Note:** the Procurement Card Helpline number will forward to FinProHelp for the next three months.

## Faison/Corporate Express Info Sessions

As explained at the OUC/PSC Campus Forums, the PSC will be visiting each campus to discuss our current contract with Faison/Corporate Express. During the sessions we will discuss:

- Results of the recent [Faison/Corporate Express customer satisfaction survey](#);
- Update on internal Faison/Corporate Express news; and,
- Going Green (Environmental Awareness): understanding green terminology, how to buy green, and "Green" from a vendor's perspective.

The sessions will be held on the following dates. You must [register for a session](#) if you would like to attend.

### Session Schedule

**UCB** - Tuesday, June 3 10:00-11:30am and 1:00-2:30pm  
Room 235 in University Memorial Center

**UCCS** - Wednesday, June 4 10:00-11:30am  
Theater (Rm. 302) in University Center

**UCD Downtown** - Tuesday, June 10 10:00-11:30am  
Lawrence Street Center Terrace Room

**UCD Anschutz** - Wed., June 11 10:00-11:30am and 1:00-2:30pm  
Research 1 North Hensel Phelps Auditorium

**Questions?** Contact [Michael Fox](#) at 303-315-2848.

## Purchasing Cutoff Date Reminder

### Friday, May 16 - Purchases Requiring Documented Quotes

Last day to submit PO/SPO Requisitions for purchases that will require documented quotes (purchases of goods \$10,001-\$150,000, and purchases of services \$25,001-\$150,000). Your requisition comments must state that the procurement needs to be received by June 30, 2008.

### *Faison/Corporate Express Survey*

Our goal is to measure how well Faison/Corporate Express is performing for the University. The [online survey](#) will be available until May 9, 2008.