

BUY the way

Your Source for Green Ideas and Golden Savings at CSU

News from the Office of Procurement and Contracting Services

Is My Event Taxable?

When University departments host hospitality events including catering, banquets, etc., the event could be taxable, if the University department is charging for the event. This requirement applies to all events regardless of dollar amount and payment method (i.e. Pcard, APO, PO and DV).

Departments must contact Bob Loosley, the University Tax Manager, prior to sending the contract to Procurement and Contracting Services for signature. Please attach written documentation from Bob Loosley on the tax status of your event to the requisition. If written documentation is not attached, this will delay processing of your paperwork.

Questions? Please contact [Linda Meserve](#) or [Farrah Bustamante](#). ✂

Advance Payments

As a general rule, the University does not make advance payments to vendors, especially Hotels.

There are times when it is necessary to have a check ready to present at the conclusion of the event. If this is the case, you should do a purchase requisition at least three (3) weeks in advance of the event. This will allow time for a purchase order to be created and for the Payment Request to be approved at the departmental level. If there is a contract included from the vendor, the processing of your event should happen at least four (4) weeks in advance but the sooner, the better.

Please be sure to indicate any special handling instructions on the requisition and payment request. ✂

OK to Pay

Gone are the days of writing "OK to pay." Now, payments are done electronically via a payment request document in Quali.

To expedite payments, please have vendors send invoices directly to Accounts Payable with the purchase order number referenced on it. AP will then input the invoice into a payment request which will then be sent to the department for approval. No payments will be made on purchase orders unless they follow this process.

If this is a final payment on a purchase order, let AP know and they can final the purchase order and disencumber the remaining funds. If this does not happen, at a later date you will need to contact Procurement and Contracting Services to have the purchase order closed. ✂

Planet Partners Program Awards 12 Free Printers



Hewlett Packard, Procurement and Contracting Services, Central Receiving and ASCSU Environmental Affairs are proud to announce the Planet Partners Program has given away 12 more Energy Star compliant printers, free of charge to campus departments. The lucky recipients include Jim Cox, College of Natural Sciences, Brenda Martin, Biomedical Sciences, Nancy Graham, Molecular, Cellular and Integrative Neurosciences, Cris Loucks, Environmental and Radiological Health Sciences and Joe Wilmetti, Civil and Environmental Engineering.

Applications submitted to the

Planet Partners program for the free printers are processed on a first come, first served basis. Free printers will be awarded as new printers become available.

To apply for the free printers, please visit the following URL. http://www.purchasing.colostate.edu/pages/planet_partners.asp ✂

Do you use HP Resellers?

For all HP orders under \$10K, you will need to notify your reseller when the order is placed, so the reseller can receive credit. ✂

Planet Partners Awards 23 Free Printers , Recycles over 3,000 Cartridges

The Planet Partners Program , to date, has awarded 23 free printers and has diverted over 2,000 cartridges from the landfill. ✂



Did You Know?

380 billion plastic bags or wraps are thrown away in America each year.