

State of Colorado



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Alert #168

TO: Controllers and Chief Fiscal Officers of State Departments
And Higher Education Institutions and Boards

FROM: Leslie M. Shenefelt 
State Controller

DATE: October 13, 2006

SUBJECT: New Employee at the State Controller's Office
PV Run Immediate Program Expansion
Contract Improvement Process
Six-month Rule Certifications
Travel Turnaround Reports
Temporary FAST Assignments

New Employee at the State Controller's Office

Lea Ann Baker joins the State Controller's Office as its new Office manager. Lea Ann was formerly with the Department of Transportation for five years, most recently in their Executive Director's Office. Welcome Lea Ann!

PV Run Pilot Program Expansion

Three state departments participated in a pilot program from April 1 through year-end close whereby they were allowed to process their payment vouchers immediately by using "run immediate". The effect of the run immediate process is a day less to cut the warrant for payment. After final close, feedback was obtained from the three departments, COFRS and central accounting to determine whether or not the pilot was successful, and if so, whether the capability should be expanded to other agencies.

Based on positive feedback from all concerned, it was determined that security access will be granted to agencies at their request. If you are interested, please have your security administrator request access for applicable users through their FAST representative. Once security access is provided, keep in mind the following:

Remember the PV date must be at least one COFRS processing day prior to the current date, and be sure the PV scheduled date is blank or backdated also. For example, if there is a Monday holiday and you do the run immediate on Tuesday, the PV must have Friday's date or prior. At this time there are no policies concerning how many PVs you may process as run immediate.

Contact your FAST representative if you have any questions.

Contract Improvement Process

The State Controller's Office has initiated a contract improvement process that involves moving toward a risk-based approach to contracts. With the participation of many State agencies, we have formed 9 subcommittees that are working on various areas of the contracting process. These areas include: Risk Assessment, Delegation, Training and Certification, Model Contracts, Fiscal Rules and Policies, Contracts Database, Contract Monitoring and Administration, Higher Education, and Transition. Visit the SCO's Contracts Improvement Process webpage to see the latest from each of these subcommittees and view the schedule of meetings for the coming week: <http://www.colorado.gov/dpa/dfp/sco/contractimprvprocess.htm>.

Six-month Rule Certifications

C.R.S. 24-30-1404 requires a contract for architectural/engineering services or other significant professional services, or a contract for the project if no professional services are required, to be executed and encumbered within six months after the date on which the appropriation becomes law. Because the Long Bill was signed on May 1, 2006, the deadline for compliance with the six-month rule is November 1, 2006. Submit completed compliance certifications to your FAST member by November 1, at which time your appropriation end date will be extended through the end of the year. Please contact your FAST representative with questions.

Travel Turnaround Reports

Completed travel report turnaround forms are due to your FAST member by November 3, 2006 with the distribution of total in-state, total out-of-state, and total out-of-country expenses for state employees by the source of funds and total vehicle miles driven broken out between in-state and out-of-state travel and two-wheel and four-wheel drive miles.

Agencies should run the travel turnaround report on Financial Data Warehouse. Detailed instructions on how to run and complete the report begin on page 263 of the

Fiscal Procedures Manual (available at http://www.Colorado.gov/dpa/dfp/sco/FiscalProcedures/FY06-07/manual06_07.htm. See Chapter 5, section 2.)

If you have any questions after reading the instructions, please contact your FAST member. If you need access to the Financial Data Warehouse, please contact Karoline Clark at 303-866-3811 in Reporting and Analysis.

Temporary FAST Assignments

The attached agency assignments are effective Monday October 16, 2006. The assignments are temporary while Tammy Nelson is out of the office on maternity leave. Once Tammy returns, another alert will be issued with the new permanent assignments.

Field Accounting Services Team (FAST) Agency Assignments
Effective 10/16/2006

LYNN GABENSKI			303-866-2626
lynn.gabenski@state.co.us			
PERSONNEL	Trinka	AAA-ARA	
PUBLIC HEALTH & ENV	Tom	FAA-FMA	
COMM. COLLEGES	Trinka	GJA-GJT	
METRO STATE COLLEGE	Susan	GTA	
LABOR & EMPLOYMENT	Trinka	KAA	
LAW	Tom	LAA	
LEGISLATIVE BRANCH	Tom	MAA-MEA	
LOCAL AFFAIRS	Trinka	NAA	
SECRETARY OF STATE	Tom	VAA	

SUSAN MEADE			303-866-4161
susan.meade@state.co.us			
EDUCATION	Trinka	DAA-DBA	
GOVERNOR'S OFFICE	Trinka	EAA-EGA	
CCHE/PRIV OCC ED	Lynn	GAA/GPA	
COLLEGE ACCESS NETWORK	Lynn	GDA	
CSU SYSTEM	Trinka	GGA-GGJ	
COLLEGE INVEST	Lynn	GRA	
TRANSPORTATION	Trinka	HAA	
NATURAL RESOURCES	Trinka	PXX	
CONTROLLER		999	

TOM GAMACHE			303-866-3890
tom.gamache@state.co.us			
HISTORICAL SOCIETY	Trinka	GCA	
UNC	Trinka	GKA	
AHEC	Lynn	GMA	
FT LEWIS COLLEGE	Lynn	GSA	
WESTERN STATE COLLEGE	Trinka	GWA	
ADAMS STATE COLLEGE	Trinka	GYA	
MESA STATE COLLEGE	Trinka	GZA	
JUDICIAL	Trinka	JXX	
MILITARY AFFAIRS	Lynn	OAA-OCA	
REGULATORY AGENCIES	Lynn	SXX	

TRINKA MULLIN			303-866-4162
trinka.mullin@state.co.us			
AGRICULTURE	Lynn	BAA	
CORRECTIONS	Lynn	CAA-CIA	
CU SYSTEM	Susan	GFA-GFE	
MINES	Susan	GLA	
HUMAN SERVICES	Tom	IHA-ILF	
PUBLIC SAFETY	Susan	RAA	
REVENUE	Lynn	TAA-TGA	
HEALTH CARE POLICY & FIN	Tom	UHA	
TREASURY	Lynn	WAA-WCA	

FIELD ACCOUNTING SERVICES ACCOUNTANT			
DOTTIE RELAFORD			303-866-4165
dottie.relaford@state.co.us			

Back up persons are noted by the name in the column to the right of the agency name.