Updates from the Accounting Service’s Office  
effective January 1\textsuperscript{st}, 2016

- PANAM is MSU Denver’s Mandated Travel Service Provider

As many of you already knew, PANAM was selected through a competitive RFP process performed by AHEC Purchasing and MSU Denver’s selection committee. They are MSU Denver’s mandatory single source provider for travel services. They have a robust and user friendly web site with extensive reporting capabilities, competitive pricing, lower fees, and offer excellent customer support. The University is expected to realize significant savings by procuring through this single source.

If you haven’t starting using them for your travel needs please ensure you begin using them beginning January 1\textsuperscript{st}, 2016. If you find a cheaper rate via another provider you must contact PANAM directly and give them the opportunity to find that same rate. Working with PANAM will ensure we have the lowest rates for everyone. If for some reason they cannot match the lower rate please contact Terri McLaggan at Tmclagga@msudenver.edu.

In order to use PANAM you must create an account. Visit the link below and click on the first red circle “Request an Account”.

http://metrostate.panam.travel/MetroState/welcomeaboard.html

Within 2 days you’ll receive a response from PANAM with your log in credentials. You must go to the site and update your personal information to activate the account.

The following link is a “quick reference guide” that you can use after you create your account that will hopefully be a helpful tool to navigate the PANAM site.

http://www.msudenver.edu/media/content/officeofthecontroller/documents/newsandupdates/PanAm%20Traveler-QuickRefGuide%2011%2016%2015.pdf

For additional information about PANAM, please visit the links below:

http://www.msudenver.edu/controller/

http://www.msudenver.edu/controller/resources/travel/
-Eliminate the DOI Form (AHEC Bookstore) and replace it with the P-Card or Departmental P-Card

In order to speed up payments, reduce paperwork and time consuming year end confirmations, as well as maximize the rebate benefit from University issued credit cards, MSU Denver is eliminating the AHEC Bookstore Departmental Order Invoice (DOI). This initiative was first brought forward at a brainstorming session with campus departments on January 23, 2015. During the past year Accounting Services has working diligently with areas that used the DOI to phase it out and begin using the P-Card or Departmental P-card (DP-Card). Beginning January 1, 2016 the DOI will no longer be accepted at the AHEC Bookstore and all payments must be made via the P-card or DP-Card. MSU Denver’s discount will still be honored and after the purchase the department won’t have to apply additional approvals for payment. Please contact Quynh Nguyen at Nguyeqyu@msudenver.edu if you have any questions.

For more information about University Issued Credit Cards, please visit the link below:

http://www.msudenver.edu/controller/resources/universityissuedcreditcards/