



February 17, 2012

New! Hospitality Expo at AMC

If you've ever been to a Supplier Showcase on the UCD Anschutz Medical Campus (AMC), you know how popular and crowded it can be! Consequently, we've now scheduled time for you to meet with additional suppliers at a brand new event, the **Hospitality Expo**, in May. Exhibitors include hotels/conference centers, caterers, and event rental/service providers.

This is a great opportunity to meet with potential suppliers and compare their products and services. Free samples and door prizes will be offered, light refreshments will be served, and PSC staff will be on hand to answer any additional questions you may have. So mark your calendar now!

Hospitality Expo at AMC

Tues, May 8

10:00 am – 1:00 pm

RC2, 2nd floor conference room

Don't work at AMC? Don't worry! We are inviting the **AMC Hospitality Expo** vendors to participate in next September's Supplier Showcases on the Boulder and Colorado Springs campuses. And – of course – no matter which campus you call home, you are welcome to come to the AMC event.

Look for more information, including how to register, in future editions of the PSC Communicator.

Discounted Parking near DIA

If your University travel involves flying out of Denver International Airport (DIA), you will want to know about our agreements for off-airport parking. Discounts are offered to all employees and can be used for business or personal travel. The 4 vendors (Canopy Parking, DIAPark, The Parking Spot, and WallyPark) all operate 24/7, 365 days a year, and provide baggage assistance and frequent shuttle service from their lot to the airport. Parking availability is guaranteed; advanced reservations are available but not required. Plus ... all of our preferred parking vendors have programs that allow you to earn points toward free parking.

For more information, see our comprehensive parking grid at www.cu.edu/psc/payables/diaparking.htm.

PSC Open House Reminder

Celebrate Procurement Month at a
[PSC Open House](#).

How to Do Business with CU

Do you know a vendor who would like to learn more about the University's procurement process?

We offer multiple opportunities for companies to learn how to do business with CU. Vendor Orientations are free and are held monthly at the PSC offices at 1800 Grant Street in Denver. Vendors can download a registration form at www.cu.edu/psc/purchasing/vendors.htm.

We also frequently offer vendor presentations at other locations throughout the front range. These short programs include an overview of the University System and the PSC, an introduction to the CU procurement process (purchasing thresholds and competitive solicitations), and an overview of the University's Small Business Program. These sessions are open to any size business.

We're scheduling vendor presentations in Aurora, Boulder, Colorado Springs, and Denver in the upcoming months. For more information, please contact Penny Davis: penny.davis@cu.edu, 303.764.3445.

FY12 Procurement Cutoff Dates

As you begin preparing to close out the current fiscal year, you may need to obtain large-dollar goods or services with this year's money. Here's what you need to do, and when you need to do it, to assure delivery by June 30.

What? Your requisitions must be approved, and all necessary documentation provided to the PSC. Requisition comments must state that the procurement needs to be received by June 30, 2012.

When? The deadline varies according to the dollar amount of the procurement:

Fri, Apr 27: Last day to submit requisitions for purchases requiring formal bids. (These are purchases of goods or services in excess of \$500,000.)

Fri, May 11: Last day to submit requisitions for purchases requiring documented quotes. (These are purchases of goods \$5,000.01-\$500,000 using federal funds or \$10,001-\$500,000 using nonfederal funds; and purchases of services \$5,000.01-\$500,000 using federal funds or \$25,001-\$500,000 using non-federal funds).

Fri, May 25: Last day to submit any additional requisitions that will use FY12 funds

Questions? Contact the appropriate purchasing agent for the specific commodity.