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PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter via email:
Email uis@cu.edu and
ask to be added to the User Alert list.

March 14, 2019

Procurement Month: Celebrating March 2019

According to NIGP, the Institute for Public Procurement, we celebrate the month of March as Procurement Month in order to honor "an elite group of professionals that have made a difference in governmental efficiency and effectiveness."

Procurement Month is a great time for us at the Procurement Service Center to thank all of you on the campuses who engage in purchasing and payables activities in support of the University's mission.

Please take a moment to thank the staff in your own organizational units who handle procurement responsibilities.

And the next time you talk to a PSC team member, be sure to wish them happy procurement month, too!

Fiscal Year-End Procurement Cutoff Dates

Need large-dollar goods or services using this year's money? Here's what you need to do to assure delivery by June 30, 2019.

Be sure your requisition:

- Is approved,
- Includes all necessary documentation, and,
- Has comments that state this procurement needs to be received by June 30, 2019.

Submit your req according to the deadlines:

The specific deadline depends on the dollar amount of the procurement.

- **Tuesday, April 30, 2019** - Last day to submit requisitions for purchases requiring **documented quotes:** purchases of goods $10,001-$500,000 using federal or non-federal funds; purchases of services $10,001-$500,000 using federal funds; purchases of services $50,001-$500,000 using non-federal funds.
- **Friday, May 17, 2019** - Last day to submit all other PO/SPO requisitions using FY2019 funds.

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

Travel & Hospitality Expos

CU faculty and staff:

Please join us next month at a Travel & Hospitality Expo! During April, the PSC will host an Expo event at CU Boulder and CU Anschutz Medical Campus. Faculty and staff from any campus are welcome to register for either event.

What happens at a Travel & Hospitality Expo? It's your chance to:

- Learn about CU's local Preferred Hotel Program properties, airlines, rental car companies, DIA parking companies, conference centers, caterers, and other providers of event services.
- Enjoy light refreshments and pick up sample products.
- Schedule your TSA Pre-check appointment. If you haven't had a chance to visit a TSA Pre-check approved processing office, an Expo is a great time to take care of it.
  Note: Separate registration is required for a TSA Pre-check appointment. We'll post the registration link on our website (https://www.cu.edu/psc/events) and distribute it via email.

The Expo schedule is as follows:

CU Boulder

- Tuesday, April 16 (10:00am-1:00pm, CU Event Center, Upper Practice Gym)

CU Anschutz Medical Campus

- Thursday, April 25 (10:00am-1:00pm, Hyatt Regency Aurora-Denver Conference Center)

Registration for the Travel & Hospitality Expo is available now.

Questions? Contact Denise Nakamichi at denise.nakamichi@cu.edu.