University of Colorado
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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 23, 2018

Fiscal Year-End Procurement Cutoff Dates

Need large-dollar goods or services using this year's money?
To assure delivery by June 30, 2018:

Be sure your requisition ...

- Is approved,
- Includes all necessary documentation, and,
- Has comments that state this procurement needs to be received by June 30, 2018.

Submit your req according to these deadlines ...

The deadline depends on the dollar amount.

Friday, April 6 - Last day to submit requisitions for purchases requiring **formal solicitations**:

- Purchases of goods or services over $500,000

Monday, April 30 - Last day to submit requisitions for purchases requiring **documented quotes**:

- Purchases of goods $10,001-$500,000 using federal or nonfederal funds;
- Purchases of services $10,001-$500,000 using federal funds;
- Purchases of services $50,001-$500,000 using non-federal funds.

Friday, May 18 - Last day to submit all other PO/SPO requisitions using FY2018 funds.

Questions?

Contact the appropriate purchasing agent for the specific commodity.

Supplier Portal Reminder: Who Needs to Register ... And Who Does Not

The CU Supplier Portal allows external suppliers to register online to become a supplier with CU; manage supplier information (addresses, contacts, and diversity classification); view and respond to solicitations on the CU Sourcing website; and, view invoice status online.

In most cases, external suppliers must register through the CU Supplier Portal in order to be paid by CU. If you want to work with a supplier who hasn't registered, submit a supplier request form. (In CU Marketplace, using the menu on the left of the screen: hover on the Suppliers icon and then select Requests, Supplier Request.)

Exceptions: The following do not need to register through the CU Supplier Portal:

- Study subjects. The study subject's paper W-9 (IRS) form must accompany the Study Subject Payment form to ensure that the individual is correctly set up as Clinical Trial supplier.
- Reimbursements/refunds. We do not need tax documents to issue reimbursements (via Non-Employee Reimbursement form) or refunds (via Payment Authorization form).
- Stipend/cash award payments. The payee's paper W-9 form must accompany the Payment Authorization form.
- CU employees are not considered suppliers and do not need to register.

Supplier registration information and instructions are available online.

Questions?

Contact FinProHelp@cu.edu.

CCi Fiscal Year-End Ordering Deadlines

If you need to receive and pay for office furniture by June 30, 2018, please review the deadlines and other information in the Colorado Correctional Industries (CCi) 2018 fiscal year-end information on the PSC website.

The deadline for ordering your furniture depends on the type of item, but please note that the first critical date for specialty and custom products is **Friday, April 13**.

Questions? Ask your campus CCi sales rep:

Boulder, Downtown Denver, System
Dave Daiker (Phone 303.370.2204, Mobile 303.489.1485)

Anschutz Medical Campus
Joseph Sanchez (Phone 303.370.2209, Mobile 720.209.5962)

Colorado Springs
Chris Brown (Phone 303.370.2182, Mobile 720.203.3892)

Or contact your PSC Purchasing Agent, Kathy Chang: Kathy.Chang@cu.edu, 303.764.3418.

Travel Tips: Concur Travel & Expense System Online Booking Tool

For CU business trips within the United States, we recommend that you use the online booking tool in the Concur Travel & Expense System. Concur's booking tool is easy to use and is similar to most online travel booking sites. There is no booking fee, and you can add hotel and car rental, if needed, to your reservation.

You also have another option: booking your domestic trip through a Christopherson Business Travel (CBT) agent. Be aware that when booking through an agent, a $20 booking fee will apply.

When booking with either of these options, your trip will automatically be registered in the CU travel system, which is important should you require assistance during your trip.

Questions?

Contact FinProHelp@cu.edu.

Upcoming PSC Events

We'll be on your campus soon with these events:

Travel & Hospitality Expos 2018
UCCS - April 19, 2018
CU Boulder - April 24, 2018
CU Anschutz Medical Campus - April 30, 2018

We hope to see you there!