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 29, 2019

PSC Customer Thank You Video

Thank you for partnering with us.
The Procurement Service Center appreciates the ongoing efforts of our campus customers to comply with purchasing, payable, and travel procedures.
Please check out our Customer Thank You video!

TSA Pre-check Appointments

Good news: sign-up opportunities (for all CU employees, students, retirees, and family members) are available on every campus!
The schedule is:

- Denver (Lawrence Street Center) - April 3
- Boulder (CU Event Center) - April 16
- Colorado Springs (UC 307) - April 23
- Anschutz (Nighthorse Campbell Native Health Bldg.) - April 25

Follow these steps to pre-enroll:

1. Click here to access the application page
2. Click Start Application Now, New Enrollment.
3. Complete Steps 1-4.
4. In Step 4, enter your campus event code in the field Zipcode/City/Airport Code and hit Return key on your keyboard:
   - Denver – code **SP-DUDenver**.
   - Boulder – code **SP-DUBoulder**.
   - Colorado Springs – code **SP-DUColoradosprings**.
   - Anschutz – code **SP-DUAurora**
5. Click the location that appears, then click Next.
6. Select desired appointment time (write this down - no reminders will be sent).
7. Click Submit.

Appointments are on a first-come, first-serve basis.
You'll need to bring documentation proving identity and citizenship status. Click here to determine what documents will be required. If you have a valid U.S. passport, that's all you need for ID. You'll finish the process onsite by providing your fingerprints for a background check. *At this time, only U.S. citizens, U.S. Nationals and Lawful Permanent Residents (LPR) are eligible for the application.*

Application fee is $85.00 for a five-year subscription and is payable by personal credit card, money order, or certified/cashier's check. Cash/personal checks not accepted. CU does not reimburse for this expense.
Questions? Contact PSC Travel Manager Shannon Miller at shannon.miller@cu.edu, 303.764.3457.

2018 Travel & Expense Survey Results

We'd like to thank everyone who responded to our 2018 Concur Travel & Expense survey.
Our goal is to continuously enhance the overall travel and expense experience at CU, and your feedback is essential in helping us do this. Overall satisfaction for 2018 was 85%, with a notable (5%) increase in satisfaction around "Offers competitive pricing."
Concur Expense received an 81% satisfaction rating, and Christopherson Business Travel received 87%.
Each year we strive to enhance our programs and supporting technology, and 91% of respondents confirmed that enhancements were helpful/very helpful. Your feedback also identified several areas for improvement, including: improving the International flight booking process, improving upload receipts functionality in Concur Mobile, and increased training around Concur Expense.

CCi Fiscal Year-End Ordering Deadlines

Need to receive and pay for office furniture by June 30, 2019? Please review deadlines provided in the Colorado Correctional Industries (CCi) 2019 fiscal year-end information on the PSC website.
The deadline for ordering furniture depends on the type of item. Please note that the first critical ordering date (April 12) is for Specialty and Custom Products.
Questions? Ask your campus CCi sales rep or contact your PSC Purchasing Agent, Tyler West, at Tyler.West@cu.edu or 303.764.3433.

Reminder: FYE Procurement Cutoff Dates

To assure delivery of large-dollar goods and services by June 30, 2019:

- **Tuesday, April 30, 2019** - Last day to submit requisitions for purchases requiring documented quotes.
- **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.

Upcoming PSC Events

We'll be on your campus soon with these events:
Travel & Hospitality Expos 2019

CU Boulder
- Tuesday, April 16

CU Anschutz Medical Campus
- Thursday, April 25

Register for a Travel & Hospitality Expo.
We hope to see you there!