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PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter:
email your Employee ID # to FinProHelp@cu.edu
and ask to be added to the PSC newsletter list.

April 2, 2020

Coronavirus Impacts on PSC Procedures

When you visit the PSC website, this image will take you to our go-to page for PSC COVID-19-related updates. Initially developed with information conveyed in the March 13 PSC COMMUNICATOR, the site has been substantially updated since then.

New! Non-Employee Reimbursement Review

We're seeing many requests to reimburse non-employees for expenses related to changed/canceled travel plans. Currently, many travel/hospitality companies are offering refunds or credits to the individual; CU typically does not reimburse a traveler in this case, since the traveler personally owns the refund or credit.

To provide assurance that reimbursements are only being requested when refunds/credits cannot be obtained, non-employee expense reports in Concur now include an additional level of approval for mileage over $150; transportation; and, lodging. These expense types now add a Campus Approver to the approval flow.

New! APInvoice Instructions

Many of you have contacted FinProHelp in response to emails you received from APInvoice, or in response to working remote and being unable to use campus mail to submit paper forms to the PSC. Since PSC staff is also remote, we've had to revise our APInvoice procedures.

The following are acceptable: digital signatures on paper forms; transmitting forms via fax (all faxes to the PSC are routed to email); transmitting forms via email; transmitting forms via Docusign (continue to use Docusign as in the past – no modifications needed).

What we discourage: physical mail (campus/US/etc.), since this results in delayed processing given PSC staff are on site only once/week to handle; and, Adobe Sign, since it creates issues for new APInvoice procedures.

Continuing Guidance

The following information has not required update since March 13. If you haven't yet reviewed, please take a look:

- **CU Travel Restrictions**
- **Pre-approval Required for All New Trips**
- **RE-approve or Cancel Existing Trips**
- **No Outside Internet Airfare Bookings**
- **Non-Employee Travel**
- **Canceling CU-Hosted Events**
- **Requisition & Contract Processing**
- **PSC Paper Processing Delays**
- **General Communications Reminder**
- **Campus Coronavirus Websites**

Recent Updates!

In the past two weeks, we've added new content and updated some of our original coronavirus-related guidance, which is summarized below. Please refer to the website for complete details and contact FinProHelp@cu.edu with any questions.

Sensitive Expenses and Fiscal Responsibility

The PSC Procedural Statement Sensitive Expenses and the Administrative Policy Statement Propriety of Expenses continue to be applicable in COVID-19 times. Restrictions on flowers, gift cards, meals, personal internet, mileage/parking, and other sensitive items are still in place. This means you still need to obtain the appropriate level/s of approval prior to purchasing these or related items.

Delivery of Procurement/Travel Cards

For the time being, individuals requesting new Procurement Cards or Travel Cards should identify their home (not campus) address on the Cardholder Application. When you submit the signed, completed form, include your normal campus mailing address in the cover email. (*Recently submitted a Cardholder Application with your campus address? Email your home address to Procurement.Card@cu.edu so we can have your card sent there.*)

IT Purchases

IT purchases should route through campus IT organizations prior to purchase. See our website for campus IT contacts and critical instructions.

Campus Delivery Updates

In light of building closures and reduced staff on-site, campus-specific delivery instructions are fluid at this time. See our website for details on each campus.

Home Delivery Questions

As a general rule, items purchased with University money are shipped to University locations. At this time – with a majority of employees working remotely – it may be reasonable to ship some work-related items directly to an employee's home. To do this: obtain department approval and use the Procurement Card to order, providing the home address to the supplier. *Exception: IT hardware/software, see website.*

Check Processing Schedule Update

Check processing (printing paper warrants) has changed from a daily schedule to a twice-weekly schedule in order to reduce staff time in the work space. Checks will be mailed from the check printing site at Anschutz Medical Campus.

Requests for campus delivery of checks are highly discouraged as most campus shuttle deliveries have been suspended.