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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 17, 2020

Planning for Fiscal Year-End

Are you beginning your Fiscal Year (FY) 2020 year-end procedures? We hope you are … and we're ready for you!

The FY 2020 Year-End Processing and Deadlines website is now available at www.cu.edu/controller/accounting-finance/fy-2020-year-end-processing-and-deadlines: we encourage you to start sending in your requisition and payment documents now.

The first deadlines coming up are purchasing-related:

Thursday, April 30, 2020 (6:00 p.m.)

- Last day to submit requisitions requiring Documented Quotes. That means: purchases of goods costing $10,001-$500,000 using federal or non-federal funds; purchases of services $10,001-$500,000 using federal funds; or purchases of services $50,001-$500,000 using non-federal funds.

Friday, May 15, 2020 (6:00 p.m.)

- Last day to submit all other high-dollar (over $10,000) PO/SPO requisitions using FY2020 funds.

Questions? Contact FinProHelp@cu.edu, 303.837.2161.

Coming Soon:
"Tap to Pay" Feature for Commercial Cards

We're pleased to announce that new Procurement Cards and Travel Cards will soon feature "tap to pay" capability.

This means that if you're making an in-person purchase from a merchant offering a contactless terminal, you won't need to insert or swipe the credit card. Instead, simply tap the terminal, or, in U.S. Bank terms, just "wave and go." All security measures are still in place with this new method.

Beginning in May 2020, all replacements and new Procurement and Travel Cards will have this feature. Note, however, that not all in-person card readers are compatible with tap-to-pay technology.

Cards that do not have tap-to-pay functionality will continue to work normally and you can continue to use your current card.

The new Procurement and Travel Cards will look slightly different from the current design, with the contactless icon appearing on the front of the card:

Questions? Contact Jon.Sanders@cu.edu.

Coronavirus Impacts on PSC Procedures

We continue to add new content and provide updates to existing content on purchasing, payables, and travel procedures affected by COVID-19.

You'll find a lot of information on our go-to website, PSC Updates Related to the Coronavirus. If you haven't visited that page recently, please note in particular the following recently posted guidance.

In-State Travel: What Approval is Required?

In response to a number of questions about the approval process for in-state travel, we've updated the website to include the following guidance.

- University-related international **and domestic** travel requires approval through Concur Request prior to booking the trip. If your trip was previously approved (before travel restrictions were enacted), you need to use Concur Request to obtain re-approval.
- The requirement to use Concur Request also applies to **in-state travel that involves an overnight stay**.
- To obtain approval (or re-approval) for a trip that is within the State of Colorado and **does not involve** an overnight stay: contact your manager.

For complete details, see the following sections on the website: *Pre-approval Required for All New Trips, and RE-approve or Cancel Existing Trips*.

Non-Employee Internet Airfare: Confirm Before Reimbursing

The U.S. Department of Transportation has provided guidance to air carriers on the issuance of refunds vs. credits/vouchers for future travel.

As a result, requests to reimburse non-employee internet airfare are currently paused. (Employees have already been advised that internet airfare purchased as of March 13, 2020, will not be reimbursed … and employee internet airfare reimbursements are routed for review/approval by the PSC.)

CU will follow DOT's guidance and allow time for airlines to process refunds before allowing requests for internet airfare reimbursement. Do not submit for reimbursement of non-employee trip expenses that involve airfare until you've confirmed whether or not the airfare is being refunded by the airlines.

Also keep in mind: To assure that reimbursements are only requested when refunds/credits cannot be obtained, non-employee expense reports now include an additional level of approval for: mileage over $150; transportation; and, lodging. These expense types automatically add a Campus Approver to the approval flow. This is the same individual who approves alcohol for the campus.