

May 1, 2020

Fiscal Year-End Deadlines and Reminders

Are you getting ready for Fiscal Year-End (FYE) 2020? The end of the fiscal year always brings a number of activities.

- Your next procurement cut-off date is coming up! **Friday, May 15, 2020 (6:00 p.m.)** is the last day to submit high-dollar (over \$10,000) PO/SPO requisitions using FY2020 funds.
- Your payment deadlines are coming up in June but no need to wait! Send us your invoices (email APInvoice@cu.edu) as soon as you have them.

And ... if your office needs furniture purchased from FY 2020 funds ... check out the [CCi FYE deadlines](#).

For a comprehensive list of FYE activities, see the [FY2020 Year-End Calendar](#) and other resources online.

Questions? Contact FinProHelp@cu.edu, 303.837.2161

CCi Fiscal Year-End Ordering Deadlines

Need to receive and pay for office furniture by June 30, 2020? Please review the Colorado Correctional Industries (CCi) 2020 [fiscal year-end information](#) on our How to Buy Furniture website. (You'll find their deadlines in the Supplier Information section.)

Remember that the deadline for ordering furniture depends on the type of item being requested.

Questions? Ask your [campus CCi sales rep](#) or contact your PSC Purchasing Agent, Charlie.Geanetta@cu.edu.

Update: Wire Payment Requests

Effective May 1, 2020, we've updated the [PSC Procedural Statement Wire Transfers](#) and the [Wire Payment Request \(WPR\) form](#).

Departments submit a WPR form when they want a purchase order invoice to be paid by wire transfer, directly to the payee's bank. Wire transfers can be requested when the payment is to an **international supplier** and is **\$500 or more**.

We've updated the procedures to remove references to foreign drafts (not typically processed any more). We've updated the form to align with procedural changes and to clarify banking information needed for this complex process.

Coronavirus Impacts on PSC Procedures

We continue to revise content on our go-to website, [PSC Updates Related to the Coronavirus](#):

We've added Boulder Campus guidance on purchasing printers and toner. (See [website](#) section on *IT Hardware & Software Purchases*.)

We've added information on transferring Southwest non-employee travel credits to the sponsoring department. (See article at right, and [website](#) section on *Additional Review for Non-Employee Reimbursements*.)

Non-Employee Reimbursements for Southwest Airlines Tickets

During the recent weeks of coronavirus-related travel restrictions, many non-employees, including students, have canceled air travel plans.

In our previous [PSC COMMUNICATOR newsletter](#), we discussed how non-employee airfare reimbursements should only be processed if the individual cannot obtain a credit or refund from the airline.

Many of you have told us that the individuals involved have obtained airline credits but will not be able to use them. In such cases, the sponsoring departments would like to issue reimbursement, but CU does not typically reimburse individuals for canceled tickets when the travelers own the credits.

Now we have some good news for non-employees and students who purchased Southwest Airlines tickets and then had to cancel travel:

Southwest will allow us to turn credits for internet airfare purchases owned by non-employee/student travelers into LUV vouchers that the sponsoring department can use for future travel by other individuals.

So now – if your department has been asked to reimburse a non-employee or student for their canceled CU-related trip on Southwest – you can proceed as follows:

- Ask the requestor (traveler) to complete and sign the [affidavit on our website](#) (look under *Additional Review for Non-Employee Reimbursements*). Collect a copy of the Southwest receipt. The sponsoring department should mail both documents to Shannon.Miller@cu.edu. Shannon will work with Southwest to transfer full funds to the department.
- When the request has been processed, the sponsoring department will receive a Southwest LUV voucher and instructions on how to use it for future bookings by other individuals.
- At this point, the sponsoring department can reimburse the non-employee/student for their Southwest internet airfare purchase. The reimbursement request and all necessary documentation should be submitted, as usual, in the Concur Travel & Expense System (or, for non-U.S. persons or non-U.S. addresses, on the Non-Employee Reimbursement-International form). *Be sure to include a copy of the confirmation from Southwest that the funds have been transferred to the department.*

Questions? Contact Shannon.Miller@cu.edu.