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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.

May 12, 2021

Fiscal Year-End Deadlines and Reminders

Are you getting ready for FYE 2021? Your final procurement cut-off date is coming up.

Friday, May 14, 2021 (6:00 p.m.)

- Last day to submit high-dollar (over $10,000) PO/SPO requisitions using FY2021 funds.

Your deadlines to ensure payment in FY2021 are coming up in June but there's no need to wait.

Friday, June 11, 2021 (6:00 p.m.)

- Last day to provide supplier information to request a new supplier or update an existing supplier. (Most new suppliers need to complete registration in the CU Supplier Portal. Email current supplier address updates to CUSupplier@cu.edu.)
- Last day to submit paper forms (PA, NRI, SSP) to APInvoice@cu.edu. (Include all required documentation and approvals. May need to include supplier W-9s/W-8s with PA or SSP forms.)
- Last day to provide campus approval for Payment Vouchers in CU Marketplace. (Include all required documentation and approvals.)
- Last day to submit supplier invoices to APInvoice@cu.edu. (Be sure PO/SPO # is on the invoice. Supplier payment terms apply.)

Friday, June 18, 2021 (6:00 p.m.)

- Last day to provide campus approval for employee and non-employee travel/expense reimbursements in Concur.
- Last day to close POs so they don't roll forward into the new fiscal year. Email requests to changeorder@cu.edu.
- Last day to add money to SPOs so they will roll forward and can be used in the new FY. Email requests to changeorder@cu.edu. (SPOs must have at least $1 balance in order to roll forward.)
- Last day to provide campus approval for Procurement Card expense reports in Concur. (Procurement Card expenses incurred by 6/30/2021 will be accrued.)

Friday, June 25, 2021 (12:00 noon)

- Last day to submit requests to cancel AP checks. Submit Warrant Adjustment form to APInvoice@cu.edu.

If you miss a deadline, continue to send documents to the PSC. The PSC will continue to process after published deadlines but cannot guarantee payment/posting will occur by FYE.

For resources, including a complete list of FYE activities and deadlines, see the FY 2021 Year-End Processing and Deadlines website.

Questions? Contact FinProHelp@cu.edu.

New RPA Form Streamlines Recognition Program Documentation

As announced in last month's PSC COMMUNICATOR newsletter, the new RPA (Recognition Program Authorization) form was created to help departments document and obtain approval for formal recognition programs. It steps through requirements of the PSC Procedural Statement Recognition and Training, identifying approvals needed based on type of award recipient and type/amount of award.

You'll find the RPA on the PSC Forms website. Be sure to use this form – as opposed to a Word document – as you develop recognition programs in future.

Questions? Contact FinProHelp@cu.edu.

Flowers and Immediate Family Members

We've had a number of questions as to who qualifies as an "immediate family member" for purposes of sending flowers. To provide clarification, we've updated the information under **Flowers, Fruit Baskets, and Greeting Cards** in the PSC Procedural Statement Sensitive Expenses to state:

"For all major life events for the employee or immediate family member of the employee. Per the Administrative Policy Statement (APS) Glossary definition, *Immediate family is a spouse, domestic partners, civil union partner or dependent child*. (Note that major life events, as considered by this procedural statement, are birth, death, and significant illnesses. Birthdays and minor illnesses–e.g., colds and flu–are not covered.)"

Questions? Contact FinProHelp@cu.edu.

Reminder: Mileage to Primary Work Location

Since the start of the COVID-19 pandemic, most employees have been working remotely. Does this affect the calculation of reimbursable mileage?

Per the PSC Procedural Statement Travel, mileage/transportation expenses between the employee's home and primary work location are non-reimbursable. CU considers the employee's primary work location to be their office location, even when the employee accomplishes most/all work from home.

Knowledge Nook: Procurement Dashboards

Calling all budget personnel and anyone with departmental fiscal responsibilities: Did you know there's an interactive procurement tool right at your fingertips? Procurement Dashboards give you an interactive summary of your department's spending, consolidating data from CU Marketplace and the Concur Travel & Expense System in an easy-to-use, customizable format. Knowing how your department spends money can help identify how to save money. Find more information on the dashboards and how to access them here.

Questions about available trainings? Training suggestion? Fill out our PSC Training Requests form.