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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 18, 2021

Reminder: Airfare Now Reconciled in Concur

Beginning in January, tickets booked through Concur or Christopherson Business Travel (CBT) are importable expenses for reconciliation in Concur.

This means you can create a comprehensive expense report that includes (1) Concur/CBT tickets, (2) transactions on the Travel Card, and, (3) out-of-pocket (personally paid) expenses for reimbursement. As part of expense report reconciliation, you can also split the cost of an airline ticket between more than one SpeedType.

To learn how to import and reconcile airfare expenses, see our How-to guide.

Questions? Contact FinProHelp@cu.edu.

Computer Chip Shortage

A global chip shortage is impacting the lead times on many items frequently purchased by the University of Colorado. Lead times are longer than normal on most products containing chips and are forecasted to get even longer throughout 2021. Two product categories that have been significantly affected by this shortage are laptop/desktop computers and medical/lab equipment.

Computers

CU's primary computer supplier, Dell, is experiencing less of an impact in delivery delays than other manufacturers. However, current lead times are now 3-5 weeks for most Dell configurations. We encourage you to order any devices you need as soon as possible.

Questions? Contact IT Category Manager Bryan.Pasternak@cu.edu.

Medical and Laboratory Equipment

CU's primary medical/lab equipment supplier is Fisher Scientific. Fisher is advising of similar extended delivery dates and delays in shipments of these products due to chip shortages. You should place any medical/lab equipment orders you know about as soon as possible.

Questions? Contact Scientific and Research Category Manager Bethany.Highfill@cu.edu .

For new orders placed for products containing a chip: Be sure to note the estimated delivery date.

PSC Staff News

Introducing Lois Kaiser, Senior Purchasing Agent

We would like to introduce you to Lois Kaiser, one of our Senior Purchasing Agents. Lois is responsible for purchasing duties to support the research efforts of the University of Colorado.

Lois came to the Procurement Service Center from the Battelle National Ecological Observatory Network in Boulder, where she held the position of Senior Subcontracting Representative.

Joining CU just as the coronavirus pandemic was beginning, Lois was quickly added to the COVID Supplies Purchasing Response team. She has since settled into her role in the Scientific commodity.

Lois has a B.S. (Business Administration, with a focus in Supply Chain Management) from Colorado State University in Fort Collins.

A Colorado native, she enjoys all of the activities that our wonderful state has to offer, including skiing, hiking, camping, boating, and waterskiing. After growing up doing ballet for 15 years, Lois pivoted to yoga and has had a dedicated yoga practice for the past decade. When not working, outside, or at yoga, she loves to travel and experience new places, new adventures, and new cultures.