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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 28, 2020

New: Purchasing Protective and Cleaning Items

As we plan for the gradual campus re-openings, a primary goal is to protect our faculty, staff, and students.

Many departments are therefore interested in ordering masks, gloves, hand sanitizer, and similar protective or cleaning items.

In the current environment, a number of supply chain issues are affecting individual departmental purchasing ability in this area. Rising demand is quickly outstripping supply, minimum order quantities can be much higher than normal, and fraud is prevalent.

To address these challenges, the Procurement Service Center and the campuses are working together to develop a consolidated CU purchasing approach for protective and cleaning equipment and supplies.

Look for more information in the near future.

Fiscal Year-End Deadlines and Reminders

Your FYE payment deadlines are coming up in June but there's no need to wait: email your invoices to APInvoice@cu.edu as soon as you have them!

Friday, June 12, 2020 (6:00 p.m.) - To ensure payment in FY 2020:

- Last day to provide supplier information to request a new supplier or update an existing supplier.
- Last day to submit paper forms (PA, NRI, SSP) to APInvoice@cu.edu. Include all required documentation and approvals (including supplier W-9/W-8 forms, if needed).
- 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. PO/SPO # must be noted on invoice. Supplier payment terms apply.

For a complete list of FYE activities and deadlines, see the FY2020 Year-End Calendar and other resources.

Questions? Contact FinProHelp@cu.edu.

Non-Employee UNITED AIRLINES Tickets

In our May 1 PSC COMMUNICATOR, we outlined a new process whereby Southwest Airlines is allowing non-employees to turn CU-related internet airfare purchases into LUV Vouchers that the department can use for future travel by other individuals.

Now, we're pleased to announce that United Airlines is offering a similar opportunity:

Non-employees/students can convert certain canceled tickets into Electronic Ticket Credit (ETC) for the sponsoring department. This makes it possible for the department to reimburse them for the airfare purchase.

If your department has been asked to reimburse non-employees/students for canceled trips on United, please advise the individuals as follows.

Tickets eligible for ETC

- United tickets purchased on/before March 2, 2020, for travel March 3-December 31, 2020
- United tickets purchased March 3-May 31, 2020, for any travel dates

To request credit – by May 31, 2020: The non-employee traveler requests the ETC online.

1. The requesting individual goes to www.united.com/refunds, clicks "claim it here," and follows the instructions.
2. United emails the ETC to the individual.
3. The individual forwards the ETC email to their CU department contact.
4. The department retains the ETC information – certificate number, PIN, dollar value, and expiration date (currently, two years) – in order to use in the future.
5. The department can now process a reimbursement request for the United ticket.

To request credit – after May 31, 2020: The non-employee traveler must contact United Airlines by phone to request the ETC.

Questions? Contact Shannon.Miller@cu.edu.