

June 1, 2021

Fiscal Year-End Deadlines and Reminders

[Deadlines to ensure payment](#) in FY2021 are coming up in June.

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

- Last day to provide information to request a new supplier or update an existing supplier.
- Last day to submit paper forms (PA, NRI, SSP) and supplier invoices to APIInvoice@cu.edu.
- Last day to provide campus approval for Payment Vouchers in CU Marketplace.

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

- Last day to provide campus approval for expense reimbursements and Procurement Card expense reports in Concur.
- Last day to close POs so they don't roll forward ... and last day to add money to SPOs so they *will* roll forward. Email changeorder@cu.edu.

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

- Last day to submit requests to cancel AP checks.

Questions? Contact FinProHelp@cu.edu.

Reminders from Payable Services

When submitting forms to APIInvoice@cu.edu, ensure:

- All forms are completely filled out and signed. Payments to non-U.S. persons/addresses have been approved by international tax.
- All required documentation is attached and all materials are legible.
- Documents are in PDF format (no more than 10 PDF attachments per one email).
- Each PDF attachment is separate and complete (e.g., one attachment may be a multipage PDF with the SSP form as page 1 and the W-9 as page 2 of the attachment).

After submitting, allow 10 working days for processing.

Knowledge Nook: Travel Pre-Approval

Pre-approval for any business trip *prior to booking* is still needed for all domestic/international travel in response to COVID-19. This applies regardless of whether the trip is funded by CU or an outside entity. The Concur Request module allows CU to assess risks/benefits of CU trips and enhance the safety of its travelers. [Click here to learn how to request travel pre-approval](#). To stay up-to-date on travel requirements, visit our [PSC Updates Related to the Coronavirus-Travel](#) page.

Need help? Contact FinProHelp@cu.edu, 303.837.2161.

Questions about available trainings? Training suggestion? Fill out our [PSC Training Requests](#) form.

Update: Revised Gift Card Authorization Request (GC) Form Coming June 7

In response to feedback from campus gift card program reviewers, we've added some new fields to the GC form. The changes will streamline approval by obtaining critical information through the initial form request – as opposed to through follow-up emails/phone calls.

The new GC form will be on the [PSC Forms](#) website on Monday, June 7, 2021. Be sure to use the new form as you develop gift card programs in future.

Questions? Contact FinProHelp@cu.edu.

Introducing Chantelle Wilkerson, Contracts Administrator

Chantelle is responsible for preparing, reviewing, negotiating, and processing contracts through to signature, with a particular focus on the following commodities: athletics, official functions, research, scientific (laboratory/medical equipment/supplies), transportation (vehicles/equipment), and travel.

Prior to joining the PSC, Chantelle worked for several years in the Division of Infectious Diseases at the CU Anschutz Medical Campus. As a department Pre-Award Grant Administrator, she stewarded and submitted a wide variety of grants, subcontracts, and contracts. Outside of CU, her professional experience includes working as a federal contractor on NASA and Army procurement contracts and as an on-site federal contractor for the [Administration for Children and Families, Office of Head Start](#).

Chantelle holds a B.A. (International Studies) from CU Denver. She is currently pursuing a Master's in Political Science at CU Denver, with a focus on menstrual equity and reproductive rights. A Colorado native, she likes to go to concerts, explore Denver breweries, kayak, and spend time with her pet bunny (Gus) and cat (Montgomery). Chantelle also enjoys volunteering, especially with [National History Day in Colorado](#) and [Denver Pop Culture Con](#).

