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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 FinTrnHelp@cu.edu
and ask to be added to the PSC newsletter list.

June 17, 2021

Changes to Domestic Travel Pre-Approval

In response to feedback from the campuses, the pre-approval process for **domestic** travel has changed.

- Domestic trips by car, bus, or train no longer need to be approved through Concur Request.
- Domestic trips involving airfare should continue to be submitted in Concur Request prior to booking through Christopherson Business Travel/Concur. However, these now require only department approval (traveler's HR manager **or** the SpeedType fiscal approver, as identified in the Concur Request). Officer approval is no longer required for domestic travel.

Note on Non-Employee Travel: Approval for domestic travel should be obtained within the department prior to arranging travel. Officer approval is no longer needed.

New Temporary Labor Agreements

As a result of a recent RFP (Request for Proposal) that included staff representation from each campus, the PSC has established new contracts for **manual and administrative temporary services**.

Effective June 15, the new suppliers are The Job Store, Infojini, and ROLINC TecSupport. Please reach out to these suppliers directly if you are looking to fill a temporary manual labor or administrative role. (Current placements may complete their specified term with their suppliers. However, beginning June 15, 2021, new manual and administrative temp labor needs must go through the new agreements.)

For supplier contact and other information, see the How to Buy Temporary Services website.

Questions? Contact annie.becker@cu.edu.

Fiscal Year-End Reminders

The following deadlines are on the horizon.

Fri, June 18 (6 p.m.)-*To ensure payment in FY21*:

- Last day to provide campus approval for employee and non-employee reports in Concur.
- Last day to close POs so they don't roll forward into the new fiscal year.
- Last day to add money to SPOs so they will roll forward into the new fiscal year; SPOs must have at least $1 balance in order to roll forward.
- Last day to provide campus approval for Procurement Card reports in Concur. (Procurement Card expenses incurred by 6/30/21 will be accrued.)

Fri, June 25 (12 noon)

- Last day to submit requests to cancel AP checks.
  See FY 2021 Year-End Processing and Deadlines.

Supply Chain Disruptions/Recommendations

COVID demand surges, natural disasters, and inclement weather have had major impacts to the supply chains of several commodities, particularly in scientific lab supplies and equipment, information technology supplies, and personal protective equipment (PPE). Categories/items affected are listed below.

We encourage you to identify alternate options and sources, review their current inventory, and order items needed through the remainder of 2021 as soon as possible. Although CU's primary suppliers for lab supplies and computers, Fisher Scientific and Dell, are shipping faster than many industry competitors, you should still place orders for the products below well ahead of your projected need dates.

PLASTICS – including:

- Pipets and tips
- Centrifuge tubes
- Media bottles
- Cryogenic vials
- Cell culture plastics
- Plastic tubing
- Sharps containers
- Specimen collection
- Polypropylene bottles, tubes, racks, etc.

GLASSWARE – including:

- Disposable glass (tubes, vials, pipets)
- Reusable glass (beakers, flasks, cylinders)

EQUIPMENT USING COMPUTER CHIPS – including:

- ULTs, biosafety cabinets, centrifuges
- Laptop computers

CHEMICALS – including:

- Production chemicals/GMP life science
- Polypropylene based chemicals
- Ethyl acetate

SAFETY (PPE) – including:

- Nitrile and sterile gloves
- Apparel
- Respiratory – N95
- Sterile PPE
- Spill control
- Packaging

Questions? Contact bethany.highfill@cu.edu