

June 30, 2021

New Options for Purchasing Furniture

We're pleased to announce that departments will soon have access to additional furniture suppliers and contracts, while still having the option to continue to buy from CCI. Effective July 1, 2021, departments will be able to purchase furniture from the following six suppliers.

■ CCI

There are no changes to the process of purchasing furniture from the CCI catalog in CU Marketplace.

To purchase from the five new suppliers identified below, please use the non-catalog form until their catalogs are ready in CU Marketplace.

■ BC Interiors (Bottom Line)

Contact Chris Mabbitt at c.mabbitt@bcinteriors.com

■ Canter & Associates

Contact Carl Canter at ccanter@ccanter.com

■ Interior Environments

Contact Elizabeth Burnett at eburnett@ieoffices.com

■ OfficeScapes

Contact Mary Bonnell at mbonnell@officescapes.com

■ Workplace Resource

Contact Eileen Frydenlund at eileen.frydenlund@wrcolorado.com

Details about the new suppliers and new Marketplace catalogs are forthcoming. Among the information we'll be providing soon:

- A new How to Buy Furniture page on the PSC website
- A live webinar to present these changes and answer department Q&A

Questions?

Contact Annie Becker at annie.becker@cu.edu.

Fiscal Year-End Accrual Deadlines

Fri, July 2 (12 noon)--To ensure accrual to FY21:

- PO/SPO invoices received in the PSC by this deadline will be input and accrued as FY21 business. Email to APinvoice@cu.edu. Do not send invoices for FY22 business until July 7.

Fri, July 2 (6 p.m.)--To ensure accrual to FY21:

- Last day to provide campus approval for Payment Vouchers in Marketplace. Include all required documentation/signatures.
- Last day to allocate Procurement Card expenses in Concur (for transactions dated June 30 or earlier).

See [FY 2021 Year-End Processing and Deadlines](#).

New Sustainability Website

Our new [sustainable purchasing](#) webpages on the PSC website provide quick access to a variety of information on sustainability, including:

- How to make sustainable purchases
- How to sustainably dispose of unneeded or end-of-life products
- How to learn more about sustainable purchasing
- How to find out about CU's sustainability efforts
- What are CU's sustainable purchasing goals
- Where to go for additional resources, both internal and external, including campus-specific sustainability information

You'll find guidance and best practices for choosing the best products (including what to look for in environmental labels to help you make purchasing decisions) and for disposing of products you no longer need.

On the PSC website (www.cu.edu/psc), hover on the *Procurement* navigation, and then use the dropdown to select *Sustainability*.

Questions? Contact duane.tucker@cu.edu.