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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.

July 29, 2021

How to Buy Furniture

The University has six approved furniture suppliers under contract as the result of an RFP (Request for Proposal) process. As in the past, departments can purchase furniture from approved suppliers – in any dollar amount – without a bid or separate contract.
Benefits of using the approved suppliers are:

- Expanded number of approved suppliers
- Access to contract pricing
- Simplified procurement process
- Access to dozens of leading furniture manufacturer brands
- Access to catalogs for all six suppliers as they become available on Marketplace
- CU dedicated account management with all six suppliers
- Access to commercial grade and ergonomic-appropriate furniture, reducing overall Total Cost of Ownership

For Furniture Purchases of over $10,000

The department will complete a requisition in CU Marketplace. Requisitions to the six approved suppliers will be processed and purchase orders submitted. If the department is interested in purchasing from a different supplier, the following steps will be followed:

1. The PSC will contact the department to explain the benefits of using one of the six approved suppliers.
2. If the department is still interested in using a non-approved supplier, the PSC will connect the department with their campus project manager for further discussion. The project manager will help the department evaluate the products available through the approved suppliers.
3. If the department still wishes to use another supplier, the purchase request will need to go through the normal procurement solicitation process; depending on scope, this can take up to six months to complete.

For Furniture Purchases of $10,000 or Less

Departments are strongly encouraged to order furniture (in all dollar amounts) through CU Marketplace, using the six approved suppliers. Furniture should not be purchased using the Procurement Card. Individuals cannot be reimbursed for personal purchases of furniture.
For more details, see the new How to Buy Furniture.
For questions, contact Annie.Becker@cu.edu.

Need a Passport? Don't Delay

Are you planning an international trip in the next six-twelve months?
If yes, be sure to check passport and other document requirements now. Many travelers are experiencing significant passport delays.
For information on passport processing including expedited services, see the Department of State and CIBT links from our international travel website.

Introducing Julie Luthin, Payable Specialist

In her position on the PSC Payment Services team, Julie is responsible for processing invoices to vendors whose names begin with the letters D, K, and M. She reports to Senior Payable Services Manager Stephanie Juarez.
Originally from San Francisco, Julie's most recent work-life experiences are in the neighboring state of Utah, where she worked in the accounts payable department at Snowbird Ski Resort and at the University of Utah.
When she's not entering vouchers, Julie enjoys hiking, skiing, and playing tennis.