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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.

September 7, 2021

FinPro Help Desk Phone Updates

As we've been communicating over the past two weeks, the Office of University Controller (OUC) and the Procurement Service Center (PSC) are reorganizing how we deliver Help Desk and Training Services. In the past, these solutions for both finance and procurement were provided by the OUC's Finance & Procurement Business Services team, including the FinPro Help Desk. While this has worked well over the years, our offices feel that optimal customer service at this time will be delivered by separating the two functions and enabling each office to focus on its core mission. Therefore, responsibility for Help Desk and Training *for procurement* will transfer from the OUC to the PSC.

The FinPro Help Desk transition to the new PSC Service Desk will take place during September-October 2021. Here's what to expect for FinPro Help Desk phone service this week ... and during the next several weeks:

- **NEW phone hours (Sept 7-Oct 31)**: During our transition, hours for phone service are 10:00 a.m.-noon and 1:00-3:00 p.m., Mon-Fri.
- **Special note for Sept 9-15**: Due to staffing limitations, phone service will not be available. During this time, email to FinProHelp@cu.edu will be monitored, with delays. If you require immediate assistance, type URGENT in the email subject line. Voicemail will not be monitored.

For additional details and ongoing updates throughout transition, please visit the PSC Reorganization website.

How to Buy Furniture: New Furniture Catalog

As you know, the University now has six approved furniture suppliers under contract. Departments can purchase furniture from approved suppliers – in any dollar amount – without a bid or separate contract.

- To purchase from the following new suppliers – Canter & Associates, Interior Environments, OfficeScapes, or Workplace Resource – please continue to use the non-catalog form in CU Marketplace (for the time being, until their catalogs are available).
- BC Interiors now has its punch-out catalog available in the Marketplace. Please use their catalog to purchase from them: we've developed a user guide for your reference. Departments are able to buy individual furniture items, or request a quote for a large project, through the BC Interiors catalog.
- For purchases from CCi, please continue to use their catalog in Marketplace.
- For more information on the new furniture suppliers and their offerings, please visit the How to Buy Furniture website.

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

Introducing Chrissy Alexander, Purchasing Agent

In her position as purchasing agent on the Procurement and Contract Services team, Chrissy Alexander is responsible for procuring goods and services in a timely manner. Chrissy reports to Purchasing Services Manager Jenny Casanova, and she covers a range of commodities, including:

- catering, event equipment rentals, hotels, official functions
- copiers (multi-function devices), document destruction and storage services, office supplies
- shipping and mailing services

Chrissy has an undergraduate degree in Art and Technology from the University of Oregon.
She moved – "on a whim" – from Eugene to Denver a few years ago. Her professional experience includes working in a procurement liaison/related services role in the Department of Mechanical & Materials Engineering at the University of Denver. Outside work, Chrissy loves to travel locally in her new home state. She's an avid gardener, with a satisfying crop this year of tomatoes, peppers, and Japanese eggplants.