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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.

December 3, 2020

Get Ahead of the Holidays: Calendar Year-End 2020 Processing Deadlines

As you know, the academic campuses and System Administration have varying December holiday closures and furloughs. To ensure that your calendar year-end procurement needs are met, please note the following critical dates and escalation procedures. The PSC will endeavor to complete the items received by the deadlines below, before the System holidays. However, completion cannot be guaranteed for all items due to specific circumstances associated with each request.

Requisitions: Wednesday, December 9

This is the last day to submit requisitions in the Marketplace. This deadline assumes that no contract is required, all necessary information is attached, and all departmental approvals have been obtained. For urgent procurements (where there's risk of service interruption or work stoppage) and the requisition was not submitted by December 9, work with your PSC contact to determine if alternative solutions are required.

Supplier Invoices in Marketplace/Paper Forms (PA, SSP, NRI): Friday, December 11

This is the last day to submit to APInvoice@cu.edu. For supplier invoices, the PO/SPO# must be noted on the supplier invoice and, as usual, supplier payment terms apply. For paper forms, all required documentation and signatures must be provided.

Payment Vouchers in Marketplace/Expense Reports in Concur: Friday, December 11

For Payment Vouchers, this is the last day to provide campus approval, and all required documentation and signatures must be included (e.g., fully approved SOW form, invoice, other required documentation). PVs must be in the AP Final Review workflow step in the Marketplace and ready for processing by the PSC.

For reimbursement reports, this is the last day to provide campus approval.

Miscellaneous Requests: Friday, December 18

- Cancel checks - last day to submit to APInvoice@cu.edu.
- Procurement/Travel Card Applications - last day to submit to Procurement.Card@cu.edu.
- Approving Official requests/changes - last day to submit to Procurement.Card@cu.edu.
- Cardholder updates - last day to submit to Procurement.Card@cu.edu.
- Change Order requests - last day to submit to Change.Order@cu.edu. *The PSC will do its best to complete change order requests received by this date but cannot guarantee that they will be executed by either CU or the supplier prior to close of business on December 23.*

Calendar Year-End: Escalation Procedures (December 28, 29, 30)

During the days of December 28, 29, and 30, campus departments may communicate with their PSC contact directly via email.

The out-of-office response from your PSC contact will provide instructions as to whom you should contact for URGENT issues.

Happy Holidays!

We wish all of you a productive processing time, and a happy holiday season.

New PSC Team Members

We continue our series to introduce team members who joined us in calendar year 2020 ... and let you know how they help you in the procurement process at CU. Today, meet:

Kyle Van Horn
Commercial Card Administrator

Kyle is responsible for day-to-day administration of the PSC's Commercial Card Program. In this capacity, he assists with Procurement Card and Travel Card applications and updates, responds to customer inquiries, and develops ad hoc reports per departmental requests.

After earning a Bachelor of Science degree (Business Management) from Metropolitan State University of Denver, Kyle began a career in the banking industry to explore his passion for customer service and finance. He joins CU after several years at Wells Fargo as a personal banker and at Graebel Relocation as an expense analyst.

Since moving to Parker in his early years, Kyle has grown to love many Colorado activities, among them: hiking, snowboarding, and visiting craft breweries. Outside work, you'll find him at the gym, playing guitar, competing in Texas hold 'em, or watching movies or football (Ohio State Buckeyes, Denver Broncos, and CU Buffaloes).