

April 28, 2017

## 2017 CU Marketplace Customer Survey: Tell Us What You Think

Do you use the CU Marketplace?

The PSC invites all Marketplace users to complete our 2017 CU Marketplace Survey.

The annual survey covers all aspects of the Marketplace system and related procedures. Your opinions and comments are extremely valuable to us as we continue to evaluate how to best serve our customers.

The survey will be open through end of day on Monday, May 15.

You can access the survey at the following link:

[www.surveymonkey.com/r/2017marketplacesatisfaction](http://www.surveymonkey.com/r/2017marketplacesatisfaction).

**Questions?** Contact Kelsey Garvella at [Kelsey.Garvella@cu.edu](mailto:Kelsey.Garvella@cu.edu) or 303.764.3404.

We look forward to hearing from you!

## Strategic Procurement News: New Dell Configurations in CU Marketplace

The Dell catalog in the CU Marketplace has recently been updated with new Dell models.

Following are a few of the highlights:

- Lower price on the 22-inch and 24-inch monitors
- Addition of a 27-inch monitor
- Same or better pricing than previous configurations
- All models feature the 7000-generation Intel processors
- Laptops are configured to work with any Dell dock
- Better pricing on extended ProSupport options

**Questions?** Contact Duane Tucker at [Duane.Tucker@cu.edu](mailto:Duane.Tucker@cu.edu).

## Concur Travel & Expense System News: Changing Support for IE Users

Do you work in the Concur Travel & Expense System? Which web browser do you use to do so?

On August 18, 2017, Concur will end support for the Microsoft Internet Explorer (IE) version 10 browser.

Beginning in spring 2017, you'll see a banner in Concur to remind you of this change.

So if you're an IE 10 user, be sure to upgrade to IE 11 before August!

## FY 2017 Year-End Prep: Procedures and Calendar Available Online

As June 30 draws closer, take a few minutes to review the fiscal year-end (FYE) material recently posted to the Office of University Controller website.

Go to: [www.cu.edu/controller](http://www.cu.edu/controller), select Accounting & Finance, 2017 FYE Information.

On the [FY 2017 Fiscal Year-End Processing and Deadlines page](#), you'll find the information you need to complete your fiscal year-end tasks. This includes due dates for updating supplier information, submitting invoices and expense reports, confirming approval, and other critical activities.

You can also watch short videos to learn about accruals and how to do an accrual journal entry.

**Questions?** Contact the Finance & Procurement Help Desk at 303.837.2161 or [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu).

## CCi Fiscal Year-End Ordering Deadlines

Do you need to receive and pay for office furniture before June 30? Check out the [Colorado Correctional Industries \(CCi\) 2017 fiscal year-end information](#) on the PSC website.

## FY 2017 Year-End Preparation: Upcoming Procurement Cutoff Dates

Do you need to obtain large-dollar goods or services by June 30? If yes, please note these upcoming procurement cutoff deadlines

- Monday, May 1: Last day to submit requisitions for purchases requiring DOCUMENTED QUOTES (purchases of goods \$5,000.01-\$500,000 using federal funds or \$10,001-\$500,000 using nonfederal funds / purchases of services \$5,000.01-\$500,000 using federal funds or \$50,001-\$500,000 using non-federal funds).
- Friday, May 19: Last day to submit any additional requisitions using FY 2017 funds.

By the appropriate deadline, your requisition must be approved, must have all necessary documentation attached, and must have comments stating that the procurement needs to be received by June 30, 2017.

**Questions?** Contact the appropriate purchasing agent for the [specific commodity](#).