

December 2022 Critical Dates ^[1]

November 21, 2022 by [Staff](#) ^[2]

December 2022 Critical Dates

With the end of the calendar year fast approaching, and all four campuses and the System office closing from December 26th through January 2nd, we wanted to provide critical dates on submitting requisitions, payment processing and other requests.

Requisitions - Wednesday, November 30, 2022

The PSC recommends that departments submit requisitions in the Marketplace to ensure a completion date by December 23rd. This date assumes that no contract is required for the requisition to be processed, that all necessary information is attached to the requisition, and that all departmental approvals have been obtained. For any emergency procurement (i.e., where there is a risk of service interruption or work stoppage) in December, please work with your PSC contact to determine if alternative solutions are required.

Contracts

Due to unpredictable variables, contracts can take a significant amount of time to negotiate and execute. As we approach the final month of the calendar year, please be mindful of any expiring contracts or supplier discounts associated with year-end dates and submit your contracts as soon as possible to allow negotiations to be completed within your anticipated timeframes. Completion cannot be guaranteed for all contracts due to specific circumstances with each request.

Payments and Reimbursements

The PSC will continue payment processing through December 23rd, before the System Administration offices close for the holidays. Due to standard University payment terms, volume of overall submissions in the workflow, and specific circumstances associated with each request, the PSC cannot guarantee completion of payment on invoices and forms received in December. Due to campus closures affecting check printing services, only payments *processed, fully approved, and in payable status* before December 21st will have checks issued before the printing operations close on December 23rd. For invoice payments, the date on the invoice must also be on or before January 2, 2023 for the payment to release prior to the campus closing on December 24th. Checks will resume regular daily processing once the campuses reopen on January 3rd. Please reach out to PSC@cu.edu ^[3] if you have concerns on specific payments.

Miscellaneous Requests - Friday, December 16, 2022

- Cancel Checks - This is the last day to submit to? APIInvoice@cu.edu ^[4]
- Procurement/Travel Card Applications - last day to submit to? Procurement.Card@cu.edu ^[5]
- Approving Official Requests/Changes - last day to submit to? Procurement.Card@cu.edu ^[5]

- Cardholder Updates - last day to submit to? Procurement.Card@cu.edu [5]
- Change Orders - last day to submit to? Change.Order@cu.edu [6]. ?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.

2022 [7]

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[7] <https://www.cu.edu/blog/psc-communicator/tag/2022>