

December 2025 Critical Dates ^[1]

October 15, 2025 by [Staff](#) ^[2]

With the rapid approach of the end of the calendar year, the System office will be closed December 24th through January 2nd. We want to provide critical dates that will impact the ability for your requisitions and payments to be completed before the end of the calendar year.??

Requisitions?–?Submit by Wednesday, November 26, 2025

The PSC recommends that departments submit requisitions in CU Marketplace by November 26th to ensure a completion date by December 19th. 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.

For requests for payments that should be processed by December 23rd, please follow the 10-day submission deadlines outlined below.

- **Supplier Invoices in Marketplace and Paper Forms?–?Monday, December 8, 2025**
For Supplier Invoices in Marketplace, this is the last day to submit to APInvoice@cu.edu ^[3] for processing by December 23rd. The PO/BPO# must be noted on the invoice. As usual, supplier payment terms apply. For Paper Forms (Payment Authorization, Study Subject Payment, Non-Employee Reimbursement-International), this is the last day to submit to APInvoice@cu.edu ^[3]. All required documentation/signatures must be included on the forms.?
- **Payment Vouchers in Marketplace and Expense Reports in Concur?- Monday, December 8, 2025**
 - Payment Vouchers - last day to provide campus approval in Marketplace. All required documentation/signatures must be included (e.g., fully approved SOW form, invoice, other required documentation). PVs must be ready for processing by the PSC. This means PVs will be in the AP Final Review workflow step in the Marketplace.?

- For employee and non-employee reimbursement reports, this is the last day to provide campus approval. For employees: Assign Travel Card expenses to expense reports, identify out-of-pocket expenses, process cash advances, and attach all required documentation. The employee requesting reimbursement must submit the report in Concur.?

Miscellaneous Requests – Submit by Friday, December 12, 2025

- Cancel Checks – This is the last day to submit to APInvoice@cu.edu [3].?
- Change Orders - last day to submit to Change.Order@cu.edu [4].?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 19th.

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