

## **Procurement Service Center Holiday Closure and Year-End Support Information** <sup>[1]</sup>

December 15, 2025 by [Staff](#) <sup>[2]</sup>

Happy Holidays from the Procurement Service Center. We will be closed from **Wednesday, December 24 through Friday, January 2**. Normal operating hours will resume on Monday, January 5. If your request is urgent and may result in a service disruption please email a request to [psc@cu.edu](mailto:psc@cu.edu) <sup>[3]</sup> and include URGENT in the subject line. We will monitor email intermittently during the closure. If you are currently in travel status and need immediate travel support, please call 800-954-0023 and provide Reference ID code 6LV. Thank you.

### **Travel Support**

Christopherson Business Travel is available throughout the break to assist CU travelers. Dedicated CU travel agents are available from 7:00 a.m. to 5:30 p.m., Monday through Friday. After-hours agent assistance is available after 5:30 p.m. and on weekends.

### **CBT Contact Information**

- Toll Free Phone: 1.855.462.8885
- Local Phone: 303.694.8744
- Email: [cutravel@cbtravel.com](mailto:cutravel@cbtravel.com) <sup>[4]</sup>
- After Hours: 1.800.954.0023 - Reference ID code 6LV
- International After Hours: 682.233.0916 - Reference ID code 6LV

### **Payment Inquiries**

Payments that are processed, fully approved, have a payable due date during the days operations are closed in 2025, and are showing “payable” before December 22nd at 5:00pm will have checks issued before the printing operations closes for the break at the end of the day on December 23rd. Payments that are processed, fully approved, have a payable due date during the days operations are closed in 2026, and are showing “payable” by 5:00pm on December 23rd will have checks issued on December 30th when the printing team operations will run for one day during the campus closures. Checks will resume regular daily processing once the campuses reopen on January 5th.

### **Send email when Published:**

Yes

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