

PSC Holiday Closure information ^[1]

December 22, 2022 by [Staff](#) ^[2]

The Procurement Service Center, along with the entire System Administration, is closed Monday, December 26th-Monday, January 2nd. We will resume normal operating hours on Tuesday, January 3rd. If this is an urgent matter that will result in a service disruption, or if you are in travel status and need immediate support, please respond to this email with URGENT in the subject line and email psc@cu.edu ^[3]. We will check email once daily, Monday-Friday, during the closure.

Payments

Only payments processed, fully approved, and in payable status before December 21st had checks issued before the printing operations closed on December 23rd. For invoice payments, the invoice due date according to the PO or contract terms must also have been on or before January 2, 2023, for the payment to have been released prior to the campus closing on December 24th. Checks will resume regular daily processing once the campuses reopen on January 3rd.

Travel Support

If you are in travel status during the break and are experiencing issues with your travel reservations, please contact Christopherson Business Travel first for assistance dedicated to CU travelers. Regular call center hours are from 7:00 a.m. to 5:30 p.m., Monday through Friday. After-hours assistance is available after 5:30 p.m., weekends and during CBT holiday observance on Dec. 23rd, Dec. 26th and Jan. 2nd.

CBT Contact Information

- Toll Free Phone: 1.855.462.8885
- Local Phone: 303.694.8744
- Email: cutravel@cbtravel.com ^[4]
- After Hours: 1.800.954.0023 - Reference ID code 6LV
- International After Hours: 682.233.0916 - Reference ID code 6LV

Send email when Published:

Yes

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Links

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[2] <https://www.cu.edu/blog/psc-communicator/author/69272> [3] <mailto:psc@cu.edu>

[4] <mailto:cutravel@cbtravel.com>