

PSC Office Holiday Closure ^[1]

December 19, 2024 by [Staff](#) ^[2]

The Procurement Service Center is closed Monday, December 23rd-Wednesday, January 1st. We will resume regular operating hours on Thursday, January 2nd. If this is an urgent matter that will result in a service disruption, or if you are in travel status and need support, please forward your original request to psc@cu.edu ^[3] and type URGENT in the subject line. We will check email intermittently through the closure.

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 ^[4]
- 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, and in payable status before December 19th at 5:00pm will have checks issued before the printing operations closes for the break at the end of the day on December 20th. Payments that are processed, fully approved, and in payable status by 5:00pm on December 20th will have checks issued on December 27th when the printing team operations will run for one day during the campus closures. For all invoice payments, the invoice due date according to the PO or contract terms must also be on or before January 1, 2025 for the payment to have been released on the 20th and/or the 27th. Checks will resume regular daily processing once the campuses reopen on January 2nd.

Send email when Published:

Yes

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Links

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