Calendar Year-End 2020 Processing Deadlines [1]

December 2020 critical dates and escalation procedures

Critical dates: With varying holiday closures and furloughs on each campus and at System Administration, the PSC is providing the following important deadlines to assist departments with their calendar year-end procurement needs. The PSC will endeavor to complete -- by December 23, 2020 -- all items received by the deadlines identified below. However, completion cannot be guaranteed for all items due to specific circumstances associated with each request.

Escalation procedures: During the days of December 28, 29, and 30, campus departments may communicate with their PSC contact directly via email. The out-of-office response from your PSC contact will provide instructions as to whom you should contact for URGENT issues.

Requisitions - Wednesday, December 9, 2020

- This is the last day to submit requisitions in the Marketplace. The above deadline 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 urgent procurement (i.e., where there is a risk of service interruption or work stoppage) and the requisition was not submitted by December 9, please work with your PSC contact to determine if alternative solutions are required.

Supplier Invoices in Marketplace and Paper Forms - Friday, December 11, 2020

- For Supplier Invoices in Marketplace, this is the last day to submit to APInvoice@cu.edu [2]. The PO/SPO# 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 [2]. All required documentation/signatures must be provided.

Payment Vouchers in Marketplace and Expense Reports in Concur - Friday, December 11, 2020

- Payment Vouchers - last day to provide campus approval. 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 traveler requesting reimbursement must submit the report in Concur.

Miscellaneous Requests - Friday, December 18, 2020

- Cancel Checks - This is the last day to submit to APInvoice@cu.edu [2].
- Procurement/Travel Card Applications - last day to submit to Procurement.Card@cu.edu [3].
- Approving Official Requests/Changes - last day to submit to Procurement.Card@cu.edu [3].
- Cardholder Updates - last day to submit to Procurement.Card@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 23.

Groups audience:
Procurement Service Center

Source URL: https://www.cu.edu/psc/calendar-year-end-2020-processing-deadlines

Links
[1] https://www.cu.edu/psc/calendar-year-end-2020-processing-deadlines
[2] mailto:APInvoice@cu.edu
[3] mailto:Procurement.Card@cu.edu
[4] mailto:Change.Order@cu.edu