PSC Newsletters [1]

Stay up to date on procurement and travel news with the new PSC Communicator Blog [2]!

Archived newsletters can be found below.

September 30 [3]
- FinProHelp Transition Updates
- Supply Chain Constraints

Newsletter Archives

2021

September 30 [3]
- FinProHelp Transition Updates
- Supply Chain Constraints

September 7 [4]
- FinPro Help Desk Phone Updates
- How to Buy Furniture: New Furniture Catalog
- Introducing Chrissy Alexander

August 25 [5]
- Supply Chain Disruptions
- Concur Survey

August 4 [6]
• New Airline Contracts
• Concur Mobile Login
• Concur Satisfaction Survey
• Introducing Shannon Sanchez
• Introducing Jaycie Warner

July 29 [7]
• How to Buy Furniture
• Passport Delays
• Introducing Julie Luthin

July 15 [8]
• Supply Chain Constraints
• Events Rebates
• Reassigning Airfare Charges
• Introducing Jessica Tharp

June 30 [9]
• New Options for Purchasing Furniture
• Fiscal Year-End Accrual Reminders
• New Sustainability Website

June 17 [10]
• Domestic Travel Pre-Approval
• New Temp Labor Agreements
• FYE Reminders
• Supply Chain Disruptions

June 1 [11]
• FYE Deadlines
• Payable Services Reminders
• Travel Pre-Approval
• New GC Form
• Introducing Chantelle Wilkerson

May 18 [12]
• Airfare Charges in Concur
• Computer Chip Shortage
• Introducing Lois Kaiser

May 12 [13]
• Fiscal Year-End Deadlines and Reminders
• New RPA Form Streamlines Recognition Program Documentation
- Flowers and Immediate Family Members
- Mileage to Primary Work Location: Not Reimbursable
- Knowledge Nook: Procurement Dashboards

**April 29** [14]
- Travel in COVID Times
- No Outside Internet Airfare Bookings
- Shopper Role Now Includes Full Inquiry
- New RPA Form
- Shonna Hughes Receives NAEP Award
- Introducing Bryan Pasternak

**March 31** [15]
- Travel Restrictions
- Domestic Travel Approvals
- Org Unit Officers
- United Bags Fly Free
- Sponsor Refunds back to PA Form
- PSC Suite Address Update
- Looking up Marketplace Invoices

**March 1** [16]
- Updates-Payment Voucher-Authorization
- Refunds in Concur and Marketplace
- New Training Resources

**February 18** [17]
- Deadlines for FYE 2021
- Contracts
- Special Considerations for FYE Purchases
- Change Orders

**February 9** [18]
- Dell Catalog EPEAT Ratings
- Emergency Procurements Update
- New IT Temp Services Agreements
- Introducing Sammie Danh-Tran

**January 27** [19]
• Mileage Rates
• Airfare Reconciliation
• Travel News
• Payment Voucher-Authorization Changes
• Conference Registrations
• Marketplace Webinar

2020

December 9 [20]
• Copier Updates
• New Supplier Class in Marketplace
• Invoice Issues

December 3 [21]
• Calendar Year-End Deadlines
• Introducing Kyle Van Horn

December 1 [22]
• Event Types in Concur
• Event Registrations
• Introducing Sasha Rahmann

November 23 [23]
• Airfare Reconciliation in Concur
• Booking Rail in Concur
• Travel Partner News

November 5 [24]
• Revised COVID Supplies Procedures
• Introducing Andy Aten
• Introducing Colin Dixon

October 12 [25]
• Importance of Marketplace
• New Dell Contract
• Staples Discounts
• New Airgas Contract
• Travel Reminders
**September 1** [26]

- Furniture from CCi
- Remote Work Purchasing Guidance
- Send PDFs to APInvoice
- Mileage Reimbursement
- Ground Transportation

**July 31** [27]

- Rental Car and Commercial Vehicle Contracts
- Delegates Can Submit Concur Requests
- Travel Partner News
- United Flights to Shanghai
- Internet Airfare Policy Update
- Monitoring COVID Supplies

**July 1** [28]

- COVID Supplies Request Process
- Marketplace Terms & Conditions
- COVID Purchasing Questions

**June 25** [29]

- COVID Supplies Procurement

**May 28** [30]

- FYE Deadlines
- Purchasing PPE/Cleaning Items
- FYE Deadlines
- United Airlines Tickets

**May 1** [31]

- FYE Deadlines
- CCi Ordering Deadlines
- Wire Payment Requests
- Coronavirus Impacts on PSC Procedures
- Southwest Airlines Tickets

**April 17** [32]

- Planning for Fiscal Year-End
- Tap-to-Pay for Commercial Cards
- In-State Travel: Required Approvals
- Non-Employee Internet Airfare
**April 2** [33]
- PSC Updates Related to the Coronavirus

**March 13** [34]
- Travel/Procurement Updates related to COVID-19

**February 26** [35]
- Procurement Deadlines for FYE 2020
- Special Considerations for FYE Purchases

**February 12** [36]
- Amazon Web Services
- PSC Internships
- Payment Processing Tips

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