PSC Updates Related to the Coronavirus - Purchasing, Payables, Communications

The University is taking measures to help ensure the health and safety of the CU community and to mitigate transmission of the coronavirus (COVID-19). Please review and share the following information and take action as needed.

Purchases & Payments

COVID-19 Emergency Procurements Update

During the past ten months, the global impacts of the coronavirus (COVID-19) pandemic included significant changes in supply and demand of goods and services. In order to support University operations during March-December 2020, the PSC established blanket exceptions to the University of Colorado Procurement Rules for COVID-related emergency purchases.

With the stabilization of world supply markets, the need for/frequency of true COVID-related emergency purchases has been reduced. Therefore, effective January 15, 2021, the PSC has ended the blanket emergency procurement waiver and returned to handling emergency procurements according to the Procurement Rules [2] (section VI, E.2). These rules and processes are established to allow for emergencies that may happen from time to time. The PSC will continue to monitor supply and demand and advise our customers as new market issues arise.

COVID Supplies (Personal Protective Equipment) Procurement

Earlier this year, in response to the coronavirus pandemic, the PSC and the campuses developed a centralized approach to purchasing COVID supplies – certain hard-to-find Personal Protective Equipment (PPE) and disinfecting supplies. The new request process consolidated the purchase of a number of items through a new COVID Supplies section of CU Marketplace. During July-October 2020, over 450 COVID supply requests were processed through the consolidated cart approach.

PPE/disinfecting supplies are now more readily available. Effective November 9, 2020, most departments can return to ordering most of these items through usual Marketplace procedures. For process information, see the COVID Supplies Procurement [3] website.

IT Hardware & Software Purchases
IT hardware and software purchases should route through your normal purchasing procedures, which may include your IT organization. IT hardware must be shipped to a campus location; the PSC is unable to ship products directly to an off-campus address.

For additional, campus-specific advice and comments – including guidance on emergency IT procurements – see below.

**Boulder:** [https://oit.colorado.edu/](https://oit.colorado.edu/)  [4]

- Departments should follow the guidance in the first paragraph of this section. *In addition:* Consult your IT contact prior to purchase to ensure they are able to support the product and that it meets campus standards. OIT is not the approver for purchases – work with your department. You should also consult [https://oit.colorado.edu/software-hardware](https://oit.colorado.edu/software-hardware) which covers six categories of recommended and supported software and hardware information, including how to get help from OIT within those categories.

**Denver | Anschutz:** [https://www1.ucdenver.edu/offices/office-of-information-technology](https://www1.ucdenver.edu/offices/office-of-information-technology)  [6]

- Departments should follow the guidance in the first paragraph of this section. *In addition:* The Controller’s Office is preparing more direct guidance and we will update this site with additional text and/or links as appropriate.

**Colorado Springs:** [https://oit.uccs.edu/](https://oit.uccs.edu/)  [7]

- Departments should follow the guidance in the first paragraph of this section. *In addition:* The UCCS OIT department will work with individuals
  - (1) to check out a Chromebook, on or after April 13, 2020, rather than purchasing a laptop or other device, or,
  - (2) if a Chromebook is not sufficient, the Help Desk will work with the department and make recommendations of OIT-supported machines through the Marketplace, so that OIT will be able to support the device. IT delivery will be to campus.

- The IT team is not currently imaging workstations – this activity will resume on April 13. However, if you have an order in progress that is needed for remote work, contact helpdesk@uccs.edu  [8].

**System:** [https://www.cu.edu/uis](https://www.cu.edu/uis)  [9]

- Departments should follow the guidance in the first paragraph of this section. *In addition:* UIS has set up office hours to provide equipment and service in person.


With many employees working remotely due to the coronavirus situation, departments have
questions about how and when to purchase equipment and supplies for the work environment outside the office.

The following guidance continues to be in effect:

- **Individuals should work with the usual department purchasers (Marketplace Requestors and Procurement Card Cardholders) to obtain goods and services.** CU Marketplace is the preferred method of procurement for most goods and services. The Procurement Card is appropriate for select small-dollar purchases.
- **Department purchasers should purchase new equipment and supplies only after considering if those items are already available.** Instead of purchasing equipment for employees to work off-site, consider allowing them to take their office equipment home to support their current remote work environment. (Departments are responsible for properly recording and tracking all equipment that is removed from a campus location.) Evaluate if a purchase is critical to conducting business. If the purchase is intended to optimize a remote working situation but is not critical to conducting business, it must be considered carefully.
- **Items are typically shipped to a University location.** If an item must be shipped to an employee’s home or other off-campus location, you should work with a Procurement Card Cardholder on the purchase. Pre-approval from the department is required. Departments are responsible for tracking any items that have been shipped to off-campus locations.
- **Personal payment and request for reimbursement is not the usual way for the department to obtain items.** Individuals cannot be reimbursed for purchases of services. In some cases, individuals can be reimbursed for purchases of goods. Reimbursement of goods is limited to $5,000 and is further limited to commodities not covered by university price agreements (see Commodity and Purchasing Agent Listing). You need department approval before purchasing with a personal credit card any item intended for reimbursement; additional approvals may be required depending on the specific item. If you do not obtain appropriate approval in advance and subsequently submit a request for reimbursement, the University may not reimburse your purchase.
- **All purchases are subject to the requirements and restrictions of Sensitive Expenses and Propriety of Expenses.** CU’s restrictions on paying for flowers, gift cards, meals, personal internet, mileage/parking, and other sensitive items are still in place. You need to obtain the appropriate level/s of approval prior to purchasing/paying for these or related items.
- **Spend prudently.** The University’s goal is to be fiscally responsible, especially during these challenging times

**IMPORTANT:**
**IT hardware and software purchases should route through your normal purchasing procedures, which may include your IT organization.** In addition, IT hardware is typically shipped to a campus location as it requires imaging and asset tagging in order to enable IT departments to manage employee access to campus systems. **IT purchases for hardware or software that were not previously approved by your respective IT organization may lack required encryption and may not be allowed to access university networks.** Contact the following IT groups for guidance on emergency IT procurements and other questions:

- **Boulder:** [https://oit.colorado.edu](https://oit.colorado.edu)
Requisition & Contract Processing Timelines

Requisition and contract processing time may be slightly delayed due to an increase in urgent purchases related to COVID-19. The PSC will continue to support our customers and suppliers during this time. We’re actively monitoring workload and capacity in both of these processes for planning purposes. If we begin to experience significant delays, we will reach out to the University community with updates and guidance.

PSC Paper Processing

PSC staff are at 1800 Grant Street once/week to process physical mail. To minimize delays in processing, we recommend that our campus customers and suppliers email all paper payment documents to APinvoice@cu.edu rather than sending physical mail.

Questions? Contact Shonna.Hughes@cu.edu.

Check Processing Schedule

Check processing – the printing of paper warrants – has returned to a daily schedule as of May 5, 2020. Checks are mailed from the check printing site at Anschutz Medical Campus. Requests for campus delivery of checks is highly discouraged as most campus shuttle deliveries have been suspended.

The PSC issues paper warrants in response to most supplier invoices and to paper forms (Payment Authorization, Study Subject Payment, and Non-Employee Reimbursement-International). The direct deposit of employee reimbursements is not affected by this change in check processing schedule.

Questions? Contact Mary.Martin@cu.edu.

Canceling CU-Hosted Events

Are you considering canceling a conference or other event hosted by your department? The PSC is working with University Legal to review cancelation options on a contract-by-contract basis.

If you have questions about contract commitments and consequences for cancelations, email your purchasing agent and attach a copy of the contract you seek to have reviewed.

Delivery Information
Home Delivery Questions

As a general rule, items purchased with University money are shipped to University locations. At this time – with a majority of employees working remotely – it may be reasonable to ship some work-related items directly to an employee’s home. This can be accomplished by using your Procurement Card (or working with a Procurement Card cardholder in your department) to order the items and by providing the home address to the supplier. We recommend that you obtain departmental approval in advance for any shipments to personal residences.

- **Exception:** You should continue to route IT hardware/software purchases through your campus IT organization. IT hardware requires imaging and asset tagging in order to enable IT departments to manage employee access to campus systems. IT hardware must be shipped to a campus location. See campus contact and other information in **IT Hardware & Software Purchases**, above.

Campus Delivery Updates

In light of building closures and reduced staff on-site, campus-specific delivery instructions are as follows:

**Boulder**

All mail and packages, including UPS packages, will be staged and sorted by UCB number at the Distribution Center, 3300 Walnut St., Unit B, with some exceptions: Exceptions -- and deliveries -- will be made for critical research items that are time-sensitive or have a short shelf-life. Please call the Distribution Center at 303.492.6524 to discuss arrangements for such deliveries.

The Distribution Center will be open for pickups Monday-Friday, 8:00 a.m.-4:00 p.m. Entry to the parking lot is off of 33rd Street. We prefer that each department designate someone to pick up mail and packages for their entire department weekly. Please call our main number at 303.492.6524 in advance of your arrival with your last name, UCB Number, and time you plan on picking up your items. When arriving at the Distribution Center, wait in your vehicle outside, call our main number, and your mail and packages will be brought out to your vehicle.

For outbound mail and packages, please drop off items at the Distribution Center, calling our main number in advance.

As noted above, exceptions will be made on a case-by-case basis. Please call to discuss any special arrangements that need to be made.
For packages, you can check on our tracking webpage[16] to see whether the Distribution Center has received your packages. FedEx, DHL, and other packages are also now being delivered to the Distribution Center: call ahead as noted above for pickups. **Important:** Deliveries to the Distribution Center should only be for campus freight and packages. We cannot accept deliveries on behalf of contractors working on the campus.

Additional information is available at www.colorado.edu/fm/2020/03/12/distribution-center-mailpackage-service-update[17].

**Denver**

- With access to campus now restricted, AHEC mail services will not be making normal mail deliveries to campus buildings. Rather, they will transfer all mail and packages normally destined for CU Denver owned facilities to the CU Denver Facilities Management team at Lawrence Street Center for storage and handling. Facilities will only distribute mail as deemed necessary for critical campus functions, as arranged with the appropriate point of contact for each school, college or department. All other mail will be stored until campus reopens. To arrange for critical mail and package distribution please contact dc_facilities_dispatch@ucdenver.edu[18].
- Other campus buildings and loading docks are closed and vendors will not have access to buildings to make deliveries on their own. Each building will have signage on the door directing vendors to deliver to Lawrence Street Center and to call Facilities Dispatch at 303.315.7777 or the LSC Guard Desk at 303.315.6001 for assistance. A team member will arrive to assist the vendor and take delivery of the package.
- Throughout this time, we ask the campus community for assistance in our receiving and distribution process by refraining from the shipment of personal packages to campus. Also, be sure that if you are expecting any deliveries, your contact information (name, location, phone number) are noted on the delivery. We appreciate your cooperation and understanding.

**Anschutz Medical Campus**

- The R1 North and R2 loading docks are staffed and receiving deliveries. Carriers should call dispatch (303.724.1777) for escort to locked buildings.

**Colorado Springs**

- UCCS Mailroom hours of operation are now 8:00 a.m.-2:00 p.m., Monday-Friday. The Postal Service will continue to collect outgoing mail daily. Incoming UPS, FedEx, USPS, On-Trac, and DHL parcels will be accepted, as usual. Mail/parcels will be kept at the mailroom (Campus Services building, Room 113) and be available for pick-up 11:00 a.m.-1:00 p.m. Other buildings that are also accepting deliveries are: Main Hall, Lane Center, Library, Wellness Center, Residence Housing, and Roaring Fork.
- Any department that is working remotely and receives packages that are perishable and/or require refrigeration will receive an email from the mailroom to plan for delivery.

**Delivery of Procurement / Travel Cards**
For the time being, individuals requesting new Procurement Cards or Travel Cards should identify their home address (not their campus address) on the appropriate Cardholder Application. When you submit the signed, completed form, include your normal campus mailing address in the cover email.

If you’ve recently submitted a Cardholder Application form with your campus address, please email Procurement.Card@cu.edu [19] and let us know your home address so we can have your card sent there.

Communications

General Communications Reminder

Although remote work schedules are in place for many CU System staff, note that we are available via email and phone [20]. Please don’t hesitate to contact us, or FinProHelp@cu.edu [21], with any questions.

Campus Coronavirus Websites

- Boulder Campus [22]
- Denver Campus [23]
- Anschutz Medical Campus [24]
- Colorado Springs Campus [25]
- System (Employee Services) [26]

Source URL: https://www.cu.edu/psc/psc-updates-related-coronavirus-purchasing-payables-communications

Links

[4] https://oit.colorado.edu/
[5] https://oit.colorado.edu/software-hardware
[7] https://oit.ucas.edu/
[8] mailto:helpdesk@uccs.edu
[9] https://www.cu.edu/uis
[10] https://oit.colorado.edu
[12] mailto:APinvoice@cu.edu
[13] mailto:Shonna.Hughes@cu.edu
[14] mailto:Mary.Martin@cu.edu
[15] https://www.cu.edu/psc/commodity-listing
[16] https://colorado.sclintra.com/3ptqkn
[17] https://www.colorado.edu/fm/2020/03/12/distribution-center-mailpackage-service-update
[18] mailto:dc_facilities_dispatch@ucdenver.edu