

March 7, 2013

## Get Ready for Fiscal Year-End

Fiscal Year-End (June 30) is less than 4 months away. So if you still need to obtain large-dollar goods or services with this year's money, it's time to plan appropriately.

Here's what you need to do – and when you need to do it – to ensure that your department's procurement needs are met.

### General FYE Guidelines for Procurement

Goods and services must be received by 6/30/13 in order to be expensed in FY13.

Comments in your requisition must state that the goods or services must be received by 6/30/13.

Your requisition must be approved, and all necessary documentation must be provided to the PSC, by the dates indicated, according to the dollar amount of the procurement.

### Procurement Cutoff Dates

**Friday, April 19:** Last day to submit requisitions for purchases requiring FORMAL SOLICITATIONS (purchases of goods or services over \$500,000).

**Friday, May 3:** Last day to submit requisitions for purchases requiring DOCUMENTED QUOTES (purchases of goods over \$5,000 up to \$500,000 using federal funds, or over \$10,000 up to \$500,000 using nonfederal funds / purchases of services over \$5,000 up to \$500,000 using federal funds, or over \$25,000 up to \$500,000 using non-federal funds).

**Friday, May 24:** Last day to submit any additional requisitions that will use FY13 funds.

**Questions?** Contact the [appropriate purchasing agent](#) for the specific commodity.

## And They're Off! 2013 PSC Open Houses Begin

Don't miss the traditional PSC Open Houses that accompany Procurement Month. Open Houses provide a great opportunity for you to meet with staff from the PSC and Finance & Procurement Business Services (including the FinPro Help Desk), as well as reps from the University's strategic suppliers. You can discuss your department's procurement needs ... learn what's new ... and have fun.

Registration is available from the PSC home page at [www.cu.edu/psc](http://www.cu.edu/psc). See you there!

### Reminder: Free Online Booking in March!

Airfare booked through Concur during the month of March will have no booking fees.

## Celebrate Procurement Month

March is Procurement Month! Time to reflect on the services that our procurement professionals provide in support of the University's mission. Time to say "Thank you!" to department personnel involved in procurement ... and to the staff of the PSC, including:

- Purchasing Agents
- Contract Services Administrators
- Travel & Commercial Card staff
- Procurement Systems team
- Strategic Procurement team
- Small Business Program team
- Payables staff
- Vending and Administrative team
- Procurement Management staff

All are committed to seeking out the highest quality goods and services to best serve the needs of the University of Colorado.

To them ... to department staff ... from all of us: **Happy Procurement Month!**

## Apple joins Marketplace Catalog

We're pleased to announce that the CU Marketplace catalog has a new supplier ... one that has been requested by more departments than any other supplier to date: Welcome, Apple!

No need to register before ordering Apple products. Simply place your orders through the Apple punch-out catalog on the CU Marketplace home page. Orders placed through the Marketplace reflect Apple's higher ed discounted pricing.

**Questions? Comments?** Contact Duane Tucker at [Duane.Tucker@cu.edu](mailto:Duane.Tucker@cu.edu), 303.764.3453

## Sandy Hicks and Amy Gannon at National SciQuest Conference

SciQuest's Next Level 2013 conference, held in San Antonio in February, included two presentations with University of Colorado credits:

Assistant Vice President & Chief Procurement Officer **Sandy Hicks** partnered with colleagues from Rice University and the University of California (San Francisco and Berkeley) to deliver "Engage, Execute, Evolve: Key Factors and Experiences Used by SciQuest Clients to Achieve Success." The session focused on SciQuest eprocurement implementations, including strategy, training, and lessons learned.

Director of Procurement Systems and Payable Services **Amy Gannon** collaborated with staff from the University of Montana to discuss streamlining accounts payable services.

Good work, Sandy and Amy!