

Fiscal Year-End 2026

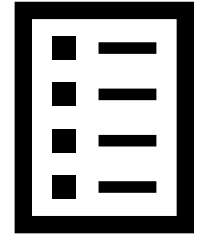
Procurement Service Center (PSC) Deadlines



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Today's Agenda



PSC FYE Deadlines

- Purchasing
- Supplier Support
- Payable Services
- Travel/Reimbursement
- Procurement Card
- PSC Systems
- Accruals

Reminders

- FY27 Activity
- Encumbrances

If a deadline is missed, continue to send documents to PSC. Processing will continue after published deadlines but cannot guarantee payment/posting will occur by FYE.



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FYE 2026 – Purchasing Deadlines



- **February 1, 2026**

- ✓ Last day to submit **REQUESTS FOR PROPOSALS** (\$500,000 and up) to ensure the order is processed and paid using FY26 funds

- **March 1, 2026**

- ✓ Last day to submit for **DOCUMENTED QUOTES** (\$250,001 to \$499,999) to ensure the order is processed and paid using FY26 funds

- **May 1, 2026**

- ✓ Last day to submit requisitions **with** contracts and/or supplier terms and conditions to ensure the order is processed and paid using FY26 funds (security and compliance reviews must be completed, suppliers must be responsive)

- **May 15, 2026**

- ✓ Last day to submit requisitions **without** contracts and/or supplier terms and conditions to ensure the order is processed and paid using FY26 funds
- ✓ Last day to submit change orders *for total amount increases, date or data changes that result in contract amendments*
- ✓ Last day to submit small dollar contract requests

FYE 2026 – Supplier Support Deadlines

- **Friday, June 5, 2026 (deadline at 6pm)**

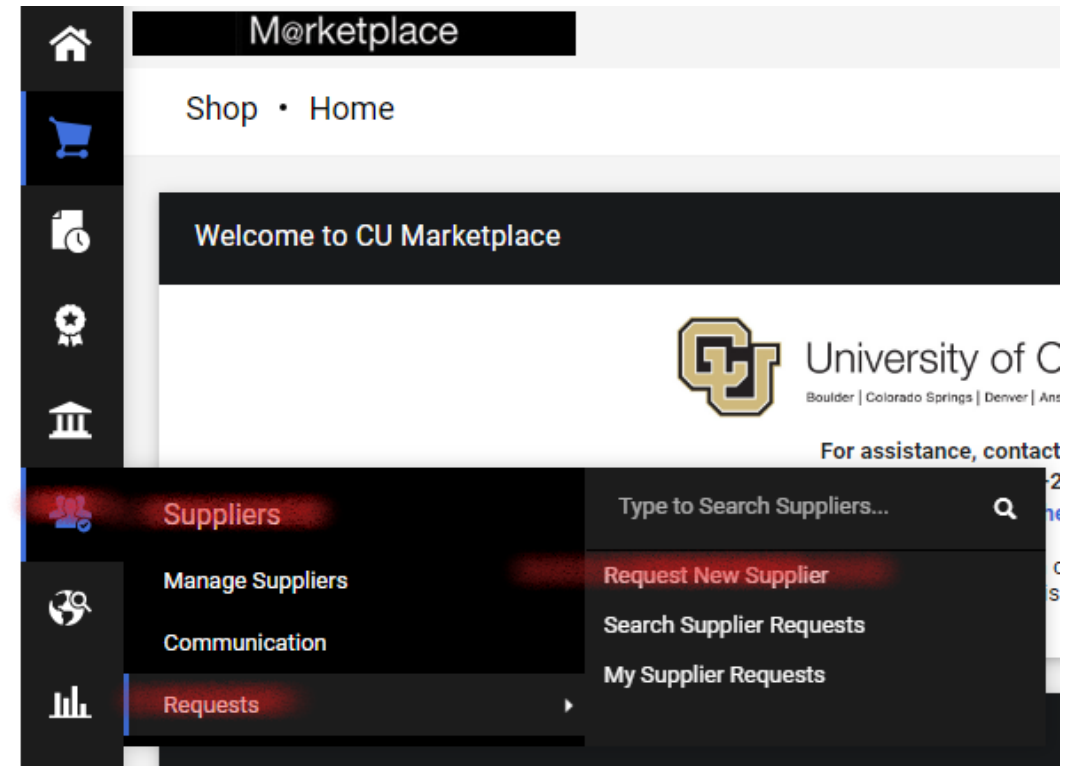
- ✓ **For CU Marketplace Suppliers**, last day to submit information to:

- Request a new supplier set-up **in CU Marketplace**
 - Use “Request New Supplier” form in CU Marketplace
- Update an existing supplier record **in CU Marketplace**
 - Suppliers are encouraged to update their own records through the [CU Marketplace self-service portal](#)
 - Address changes can be sent to CUSupplier@cu.edu



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FYE 2026 – Supplier Support Deadlines



- ***Friday, June 12, 2026 (deadline at 6pm)***
 - ✓ ***For non-CU Marketplace Suppliers***, last day to submit information to:
 - Request a new supplier set-up
 - Include W-9/W-8BEN with paper form submission (PA, SSP, NRI)
 - Update existing supplier record by emailing CUSupplier@cu.edu



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FYE 2026 – Payable Services Deadlines



- ***Friday, June 12, 2026 (deadline at 6pm)***

To ensure payment in FY26

- ✓ Last day to submit all “paper” forms:
 - **Payment Authorization (PA) form**
 - **Study Subject Payment (SSP) form**
 - **Non-Employee Reimbursement-International (NRI) form**
- Submit forms to APInvoice@cu.edu
- Include all required documentation/attachments
- Fill out forms completely, including ALL signatures
- Include W-9/W-8BEN form when submitting for payment, if applicable
- ✓ Last day to request a **new supplier setup** **for paper form payments**



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FYE 2026 – Payable Services Deadlines

- ***Friday, June 12, 2026 (deadline at 6pm)***



To ensure payment in FY26

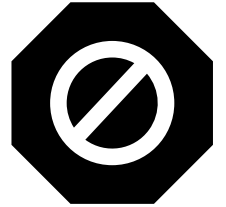
- ✓ Last day to submit **PO/SPO/BPO Invoices**
 - Send to APIInvoice@cu.edu
 - Payments are subject to payment terms (typically N30)
- ✓ Last day to provide campus approval for **Payment Vouchers** in CU Marketplace (N00)
- ✓ CU Marketplace invoice/voucher payments **are** included in the accrual process



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FYE 2026 – Payable Services Deadlines



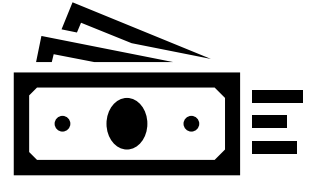
- ***Tuesday, June 30, 2026 (deadline at 12pm)***
 - ✓ Last day to submit requests to **cancel AP checks**
 - Submit Warrant Adjustment (WA) form to PSC at APInvoice@cu.edu
 - Ensure WA form is **fully completed** and **fully signed**



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FYE 2026 – Payable Services Guidelines



- Submit clear and legible documents
- Include all required documentation/signatures (SOW form(s), Honorarium, etc.)
- Invoices **must** include PO number ***on the document***
- Processing is completed first-in/first-out
- Remember to check payment status FIRST
 - ✓ Look up in the system or contact the PSC Service Desk
 - ✓ Refrain from sending in duplicate copies of invoices to APInvoice
 - Backlogs the system and creates longer processing times



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FYE 2026 – Travel & Reimbursement Deadlines



- ***Friday, June 12, 2026 (deadline at 6pm)***
To ensure reconciliation/payment in FY26
 - ✓ Last day to provide **campus approval** for:
 - ***Employee Travel Reconciliation (expense) reports***
 - ***Employee Non-Travel Expenses reports***
 - ***Non-Employee Expenses reports***
 - ✓ Travel & Reimbursement reports/payments **ARE NOT** accrued



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FYE 2026 – Procurement Card Deadlines



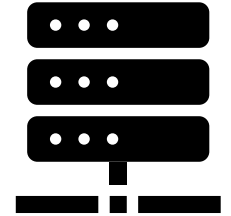
- ***Thursday, June 18, 2026 (deadline at 6pm)***
To ensure reconciliation in FY26
 - ✓ Last day to provide **campus approval for submitted Procurement Card** reports
 - ✓ Procurement Card transactions that are showing in Concur by 6/30/26 **will be** accrued



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FYE 2026 – PSC System Deadlines



- ***Thursday, June 18, 2026 (deadline at 6pm)***
 - ✓ Last day to **add money to SPO/BPOs** so they will roll-forward to be used in FY27
 - SPOs must have at least a \$1 available balance to roll-forward
 - Request to *increase total* or *extend dates* on SPO/BPOs must follow May 15th deadline
- ***Friday, June 26, 2026 (deadline at 6pm)***
 - ✓ Last day to **close Purchase Orders** so they do not automatically roll-forward to FY27

****Send requests to ChangeOrder@cu.edu****

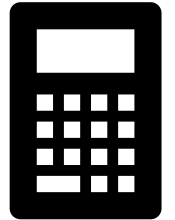


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FYE 2026 – Payable Services Activity *after* June 30

PO/SPO/BPO Invoice Accruals



- ***Wednesday, July 1, 2026 (deadline at 12pm)***
 - ✓ PO/SPO/BPO invoices sent to PSC by **noon on July 1** will be **processed** (input into the system) **and accrued**
 - Submit invoices to APInvoice@cu.edu
 - Does not need to pay to be accrued for FY26 business
 - ✓ Invoices for **FY27** business should **NOT** be sent to the PSC until **Monday, July 6, 2026**, or later

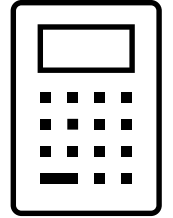


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FYE 2026 – Payable Services Activity *after* June 30

Payment Voucher Accruals



- ***Wednesday, July 1, 2026 (deadline at 6pm)***
 - ✓ Last day to provide **campus approval for Payment Vouchers** in CU Marketplace
 - PV will be in the *AP Form Review* workflow step in CU Marketplace
 - Must be fully approved by all department fiscal/specialized approvers
 - Must include all required documentation/signatures
 - Will be considered FY26 business and accrued

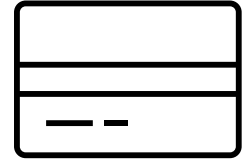


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FYE 2026 – Other Activity *after June 30*

Procurement Card Accruals



- ***Wednesday, July 1, 2026 (deadline at 6pm)***

- ✓ Last day to **allocate Procurement Card transactions in Concur for accrual** – for transactions dated June 30th or prior

SpeedType accrual:

- ✓ Transactions **assigned** to an expense report and **allocated** to a SpeedType – accrued to **allocated** SpeedType
- ✓ Transactions **assigned** to an expense report but **not allocated** to a SpeedType – accrued to **default** SpeedType
- ✓ Transactions **not assigned** to an expense report – accrued to **default** SpeedType

Account accrual:

- ✓ Transactions **assigned** (*or defaulted*) to an expense type in an expense report – accrued to that expense type's mapped account code
- ✓ If transaction is **not assigned** *and* no default expense type populates in Concur – accrued to account code *552601 (Other Operating Supplies)*

FYE 2026 – Reminders – No Accruals



- ***Received but No Invoice***

- ✓ The PSC **will not** generate an accrual for items received but not invoiced

- ***Paper Forms (PA, SSP, & NRI)***

- ✓ The PSC will not accrue payments processed on these forms
- ✓ Follow the June 12, 2026 (6pm) deadline for payment and posting of FY26 form payments

- ***Travel & Reimbursement Expense Reports***

- ✓ The PSC will not generate an accrual for travel and reimbursement expense reports
- ✓ Follow the June 12, 2026 (6pm) deadline for campus approval of Concur *Travel, Employee Non-Travel* and *Non-Employee* expense reports

FYE 2026 – Accruals



- ***Procurement Card Accruals (ACCESP)***
 - ✓ Will be pulled on Thursday, July 2, 2026
 - ✓ Visible on reports by Tuesday, July 7, 2026

- ***Invoice Accruals (ACCAPMKT)***
 - ✓ Will be pulled on Thursday, July 2, 2026
 - ✓ Visible on reports by Tuesday, July 7, 2026



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FYE 2026 – Reminders



- ***FY27 Activity***

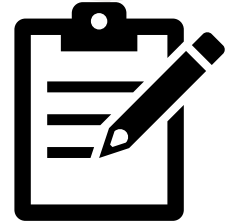
- ✓ **Do NOT send** invoices/payment forms for **FY27** processing until July 6, 2026, or after
- ✓ PO/SPO/BPO invoices received through **July 1 at 12pm** will be considered June business for **FY26**
- ✓ If a PO is **partially invoiced** and no further invoices are expected – please send request to **close the PO** to ChangeOrder@cu.edu



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FYE 2026 – More Reminders



- ***Encumbrances***

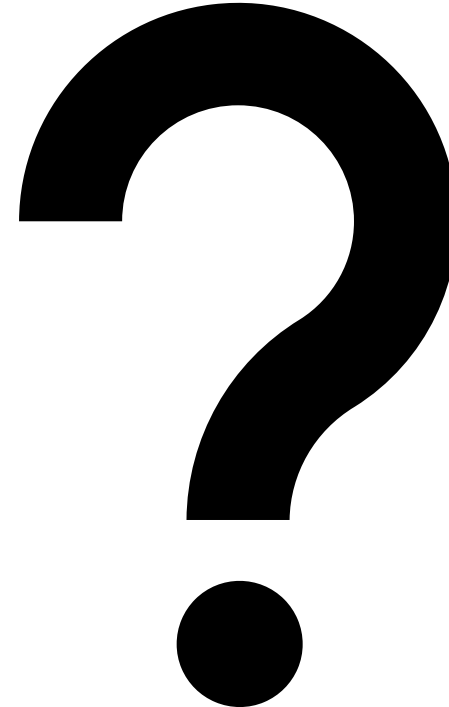
- ✓ Must have a balance remaining on PO/SPO/BPO to use in FY27
- ✓ PO/SPO/BPO encumbrances roll forward to July (period 1 of FY27) on June 30
- ✓ June statements run on July 1 and after will no longer show encumbrances
- ✓ POs created in June will show encumbrances on reports through June 30



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continue to send documents
to the PSC. Processing will
continue after published
deadlines but cannot
guarantee payment/posting
will occur by FYE.



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