**Staff Highlights**

Procurement Services would like to welcome Fady Elsegeiny, Adriann Leveille and Greg Smith to the team.

Fady is a Purchasing Agent who shares in all of the purchasing commodities. Prior to becoming a Purchasing Agent, Fady was an Administrative Assistant in Procurement Services. He has a Bachelor's degree in Business Administration. Prior to joining CSU Procurement Services, Fady was in the United States Navy. Fady can be reached at 970-491-6194 or by email at: Fady.Elsegeiny@colostate.edu.

Adriann is an Administrative Assistant supporting the Procurement Services team. She provides technical support and training regarding Kuali and SciQuest. Adriann has a degree in Journalism and Advertising from The University of Maine. Prior to joining CSU Procurement Services, Adriann worked in the Juvenile Courts in Utah. Adriann can be reached at 970-491-5105 or by email at: Adriann.Leveille@colostate.edu.

Greg is a Purchasing Agent who handles scientific, laboratory and research equipment/services. Prior to joining CSU Procurement Services last August, Greg worked for many years at Eastman Kodak Company in Windsor where he held a number of technical and project/department management positions. Greg's most recent assignment with Kodak was in Corporate Procurement. He has a BS degree in Electrical Engineering from CSU. Greg can be reached by phone at 491-2689 or by email at: Gregory.Smith@colostate.edu.

**Fiscal Year Deadlines**

Please be aware that the following dates are deadlines to assure that purchases for this fiscal year's funds are properly completed and new contracts/purchase orders are in place for the beginning of next fiscal year. Requisitions received after the following deadlines cannot be assured of being completed on time.

**Expending this year's (FY 2015) remaining funds:**

April 10, 2015 through May 22, 2015 – There are various deadlines for Colorado Correctional Industries items. Please contact Procurement Services for details.

May 1, 2015 (please note that this deadline has passed) – If competition for goods, equipment or services is required, an approved purchase requisition and specifications must be received in Procurement Services no later than May 1, 2015.

June 1, 2015 – If you have a purchase for goods or services not requiring competition, an approved purchase requisition must be received in Procurement Services no later than June 1, 2015.

June 3, 2015 – Deadline to order HP configure-to-order (CTO) (special order) computers. An approved purchase requisition must be received in Procurement Services prior to June 3, 2015.

June 11, 2015 – Deadline to order HP standard configuration computers. An approved purchase requisition must be received in Procurement Services prior to June 11, 2015.

July 7, 2015 – Final day to reallocate PCard transactions into the current fiscal year.

**Open Purchase Orders and Service Purchase Orders next fiscal year (FY 2016):**

May 11, 2015 (please note this deadline has passed) – An approved requisition and any associated contract/agreement must be received in Procurement Services no later than May 11, 2015.

Note: Requisitions submitted for the next fiscal year must reference Year 2016. In the Kuali Requisition Document, select Year 2016 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for fiscal year 2015. In addition, all requisitions for open purchase order/service purchase order should be set up as “No Quantity” at the line item under the Items tab.

**General Information:**

To meet the dates when a requisition must be received in Procurement Services, all approvals must have occurred prior to that date. Due to the possibility of absences, program outages, workflow routing, etc., it is suggested that documents be prepared and approved at least five working days before the deadline. Aren’t sure who to contact? Please send a detailed email to procurement_helpdesk@mail.colostate.edu and we’ll have the right person get back to you.

**Need Training?**

Procurement Services is happy to offer the following learning opportunities.

- KFS: Purchasing System (PURAP)
- Purchasing 101: The Basics
- Purchasing 201: The Challenge of the Sole Source
- Purchasing 202: Bid, Baby, Bid!

You can register for these primary Purchasing trainings at: [http://www.training.colostate.edu/register.html](http://www.training.colostate.edu/register.html)

Please reach out to Procurement Services if your area would benefit from additional individualized training. We are happy to assist in education efforts across campus.

**We Want to Hear From You!**

Are there procurement topics you want us to cover in our newsletter? Please email Britney Bates at Britney.Bates@colostate.edu with your topic suggestions.