

Subject: IMPORTANT: Procurement 2023-2024

Procurement

- All e-Procurement approvers must review their **work list** to ensure requisitions are approved. This allows SCM the ability to issue purchase orders in a timely manner for activity pertaining to the current fiscal year.
- Keep in mind that goods/services must be physically received and received in PeopleSoft **by 4:30 pm Wednesday, March 27, 2024**, therefore all purchases should be planned accordingly. Delay in the processing of receipts in PeopleSoft may result in delayed payment of invoices to the next fiscal year.

Your attention to these activities will allow us to better manage our year end workload and to adequately support the overall Finance and Services year end process. Thank you for your assistance.

If you have any questions, please contact UService – 403-210-9300

UService is now your one-stop shop for IT, HR, Supply Chain Management, IRISS, RMS and Finance inquiries. Visit ucalgary.ca/uservice, call 403-210-9300 or use one of the following email addresses:

- it@ucalgary.ca (formerly itsupport@ucalgary.ca)
- finance@ucalgary.ca (formerly RTAHelp/SCMHelp/ARHelp/Cardhelp@ucalgary.ca)
- hr@ucalgary.ca
- RMSHelp@ucalgary.ca
- iriss.support@ucalgary.ca
- onboarding@ucalgary.ca (formerly isconboarding@ucalgary.ca)

Please do not respond to the sender email address as it is not monitored.

Please note, you are receiving this email because you have been identified as a person in the university community who may be impacted by the end of the 2023/2024 fiscal year. As a member of the community using system services, it is important that relevant information be sent to you on an as needed basis. We will attempt to keep correspondence to a minimum but encourage you to read the informational material when it arrives in your inbox.