



End of the Fiscal Year (EOY) is my favorite time of the year!

- 🦋 Roadshow '24 times and places
- 🦋 Cardinal Contracts Tip



Procuring Catholic's Promise, together.



If you think he is excited, wait until you see the show!

# ROADSHOW '24

**Wednesday March 20<sup>th</sup> 2:00 – 3:00pm Pryz 331**

**Friday March 22<sup>nd</sup> 1:30 – 2:30pm Maloney 207**

**Tuesday March 26<sup>th</sup> 2:00 – 3:00pm (Live and on ZOOM) Leahy 100**

The **ROADSHOW** is open to anyone in the university community. Contact Bob McHale by email (mchalem@cua.edu) or call 202-319-5354, if you have any questions. You can sign up on Procurement's Training Calendar [here](#). but reservations are not needed.

*We hope to see you at the show!*

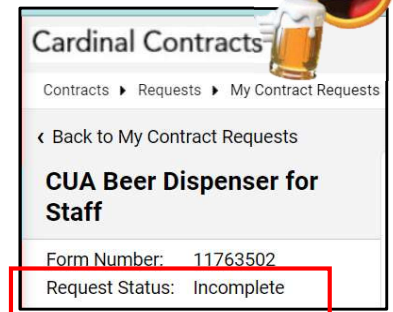


a **TIP** for **Cardinal Contracts:**

**Contract Request Status:** When entering a Contract Requests (ConREQ) the status progress is:

**Incomplete** – ConREQ is entered, but not submitted for approval

**Under Review** – ConREQ has been submitted for approval. Progress can be seen in the "Contract Request Workflow".



**Approved** – ConREQ is finished and completed its approval process and ready to be made into a Contract by Procurement.

**Complete** – ConREQ has been made into a Contract and assigned a Contract ID#. Remember, the Contract ID # is a hyperlink that allows you to view its content and progress.

