

Payment Authorization (PA) ^[1]

Effective Date: 3/22/2021

Purpose

Used to submit the designated payment requests; a purchase order or other commitment voucher is not applicable in these instances.

Only the items identified in the list below can be paid:

- Cash Awards (non-employees/non-employee CU students only)
- Fund 80 disbursements (true pass-through monies, not allowable for CU Medicine - formerly known as UPI - Fund 80)
- Participant Stipends (non-employees/non-employee CU students only)
- Payroll-related disbursements (used only by ES and OUC-PBA)
- Petty Cash establishment/replenishment
- Sponsor refunds (used only by sponsored project/controller's offices)
- Tech Transfer Office payments (used only by TTO)

Related Links

- [Payment Voucher/Authorization](#) ^[2]
- [International Payments: Required Documentation](#) ^[3]
- [Looking Up PAs and NRIs \(Payments in the Finance System\)](#) ^[4]

Download the Payment Authorization form below

Files:



[Payment Authorization \(PA\)](#) ^[5]

Source URL: <https://www.cu.edu/psc/forms/payment-authorization-pa>

Links

[1] <https://www.cu.edu/psc/forms/payment-authorization-pa> [2] <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization> [3] <https://www.cu.edu/docs/international-ap-payments> [4] <https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-PAs-and-NRIs-in-FIN> [5] <https://www.cu.edu/sites/default/files/policies/40559-payment-authorization-pa/files/form-pa-032221-restore-sponsor-refunds.xlsx>