



## Before You Buy, Before We Pay...

What do you need to do – and document – before you buy goods or services for the University? What do we need to know before we can pay the bill? Keep the following points in mind to avoid processing delays and pitfalls...

### Can You Buy It?

Have you read the *Sensitive Expenditures Policy*...recently? Do you know what you can and can't buy with University funds? The policy highlights unallowable items and summarizes the policies that govern sensitive expenditures. The *Seven Tests of Propriety* embedded in the policy provide essential guidance to department staff contemplating specific purchases. Among the topics discussed in the *Matrix of Sensitive Items* are flowers; retirement gifts; employee appreciation events and gifts; and, passport, visa, and immigration processing fees. The policy is on the web at [www.cu.edu/psc](http://www.cu.edu/psc) - click on *Policies*.

### How Do You Buy It?

Whatever you need to purchase – goods, services, or travel – it is important that you utilize the appropriate method of procurement. Guidance is available on the Procurement Service Center (PSC) web site. To buy goods and services, go to [www.cu.edu/psc](http://www.cu.edu/psc) - click on *Purchasing Services*, then select *I Need to Buy Something, Now What?* For information on travel, go to [www.cu.edu/psc](http://www.cu.edu/psc) - click on *Payable Services*, then select *Travel*.

### Who Buys It?

As important a consideration as *what* is bought and *how*...is *who* in the organizational unit is authorized to purchase on behalf of the University. In particular, each unit should be sure to clarify when it is acceptable for an individual to purchase goods personally. (See article on reimbursements, next column.)

### About Signatures...

On Payment and Travel Vouchers, the organizational unit authorizing signature must always be original. On Alcohol Authorization forms, the Vice Chancellor signature must be original.

### About Forms...

Are you using the most current versions of PSC forms? Check out [www.cu.edu/psc](http://www.cu.edu/psc) - click on *Forms*. (Form effective date is in the upper left corner of each form.) If you use the PV or TV, be sure your version is dated 06/2005 or later. (PV and TV on the web are dated 09/2005 and provide updated PSC contact info after our move to Denver.) Scope of Work and Official Function forms should be dated 09/2005 or later.

### About Taxable Reimbursements...

Employees: Submit your TV/PV reimbursement requests within **60 days** of incurring the expense to avoid being taxed.

### Another Look at Reimbursements

The University offers two reimbursement mechanisms: the Payment Voucher and the Travel Voucher. Let's take a moment to review these two important documents and their use.

The **Payment Voucher, or PV, form** is used to pay a vendor directly for specific items as described in the PV Usage policy. It is also used to request reimbursement when an individual purchases *goods* and CU wishes to cover the cost of those goods. (You cannot be reimbursed for purchasing *services*; because of IRS reporting requirements, payment for services must be made directly to the service provider.) The vendor's original invoice (or original itemized receipts plus proof of payment, if not already indicated on the receipts) must be attached. *Current Exceptions: Backup documentation not required for clinical trial, PLUS loan, or Fund 80 (non-UPI) payments.* The PV as a reimbursement mechanism should see only occasional use. Personal purchase/reimbursement should not be the method by which the organizational unit normally obtains the good.

The **Travel Voucher, or TV, form** is used to request reimbursement of an individual's travel-related expenses. These are the eligible reimbursable expenses that the traveler personally incurred in the course of a business trip, for example, lodging deposits and lodging; rental vehicle costs and gasoline; personal vehicle mileage; parking; taxi/shuttle fares; and the like. The original itemized receipts from the vendor must be attached, and proof of payment must be indicated on the receipts or on additional supporting material. *Exceptions: Receipts not required for individual charges of \$25 or less unless those charges are for rental vehicle gas or for lodging. Receipts not required for meals unless costs exceed the meal receipt threshold (80% of the maximum meal reimbursement amount for the destination).* The TV is used as needed. It is the designated method for reimbursing University travel expenses.

### Payment Voucher (PV) Reminders

**Official Function meal reimbursements** (on PVs and TVs) require original itemized receipts, proof of payment, and info on who attended the function and their relationship with CU.

**Detailed Description** should be exactly that: *detailed*. Tell us what the payment is for and how it is CU business. This is critical for your PV request to be processed.

**Immigration processing fees** (usually payable to U.S. Department of Homeland Security) require the signature of your campus International Student/Scholar Services (ISSS) office and a printout of the web rate sheet for those fees.

**Got pizza?** Tell the pizza delivery company (or other eating establishment) that you need a detailed receipt. They'll give it to you if you ask in advance. If they say they won't, then order from somewhere else.

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