Published on *University of Colorado* (https://www.cu.edu)

System Administration Business Office [1]

The Business Office develops budgets for CU system administration and performs business functions for all offices within system administration.

PURCHASING REQUESTS:

System Purchasing requests can be made by sending an email to systempurchasing@cu.edu [2]. We will need the following information to begin processing your request:

- Vendor Name
- Amount of Purchase Order
- Time Frame of Purchase Order
- Department Authorized Person of Purchase Order
- The speedtype that you would like charged

If more information is needed you will be contacted by our office.

INVOICE PROCESSING REQUESTS:

System Invoice payments can be made by scanning or forwarding the invoice to the systempcard@cu.edu [3]. When you submit your invoice we will need the following information:

- State that the invoice is okay to pay
- If you would like the invoice to be paid by a different speedtype please note what speedtype it should be charged to

PARKING REQUESTS:

Any System Administration employee working at 1800 Grant Street is eligible to park in the building parking garage.

- Parking costs $90 per month and can be deducted from your paycheck on either a pre-tax or post-tax basis.
- Parking is pre-paid so the deduction you see on your paycheck will pay for parking costs for the following month.
- Employees must sign up by the 10th of the month for a payroll deduction to occur or a check will need to be written for a pro-rated amount.
    - If we are setting up your parking prior to payroll deadlines and you would like to start parking the first day of the following month we will set up your parking

deduction in the payroll system.
        - Example: Parking is requested May 10th for parking to begin June 1st so we will enter in your deduction to begin in the May 31st payroll.
    - If we are setting up your parking after the payroll deadlines we will need a check for the prorated amount and we will start the parking deduction to begin in the following month.
        - Example: Parking is requested May 22nd for parking to begin May 24th we will need to collect a check for May 24th thru June 30th and the parking deduction will begin in the June 30th payroll.
- Employees who pay to park at 1800 Grant are also eligible for a reciprocal parking pass if you conduct University business at another campus.
    - The reciprocal pass allows you to park in specific on-campus lots at no cost to the employee with a hanging placard.
    - Please allow 48 hours from the time your initial request and payment is received to activate your parking garage access.
- If you choose to terminate access, please email systemparking@cu.edu [4] and your parking termination will be effective on the first of the month following your termination request.

For more information or to sign up for parking, please fill out the parking garage request form and email systemparking@cu.edu [4].

Groups audience:
Budget & Finance

Source URL:https://www.cu.edu/budget/system-administration-business-office

Links
[1] https://www.cu.edu/budget/system-administration-business-office [2] mailto:systempurchasing@cu.edu [3] mailto:systempcard@cu.edu [4] mailto:systemparking@cu.edu