

Finance Procedural Statement Test ^[1]

Procedural Statement	Realted Procedure	Campus Procedures
<u>Alcoholic Beverages Purchased for University Events</u> ^[2] The Administrative Policy Statement (APS) Alcoholic Beverages Purchased for University Events sets forth the parameters for using university funds to purchase alcoholic beverages for personal consumption at university events. Such purchases must comply with the APS, with all applicable procurement rules, and with the requirements of this procedural statement.	Example	Example 1, Example 2, Example 3, Example 4
<u>Business Expense Substantiation & Tax Implications</u> ^[3] Under the University’s accountable plan for commercial credit card use, cash advance, and employee reimbursement, employees are required to substantiate the business purpose of the expense, provide any required receipts/other documentation, and reimburse the University (if appropriate) within specified timeframes.	Example	Example 1, Example 2, Example 3, Example 4
<u>Complimentary Tickets and Related Expenses for Employees and Non-Employees</u> ^[4] The University or its affiliated student organizations may give out complimentary tickets according to the situations discussed below. This Procedural Statement sets forth university requirements for reporting such complimentary tickets and related expenses for employees and non-employees.	Example	Example 1, Example 2, Example 3, Example 4

Gift Cards ^[5]

Gift cards are cash-like instruments used in lieu of cash or check. Since gift cards are cash equivalents, it is important that organizational units handle and account for them appropriately. The purpose of these procedures is to set forth the requirements for use, approval, purchase, accounting, tax reporting, and safeguarding of gift cards. (Note: these procedures do not apply if an organizational unit wishes to purchase only a single gift card – see Exceptions, below.)

Example

Example 1,
Example 2,
Example 3,
Example 4

Personal Technology and Telecommunications^[6]

This Procedural Statement sets forth the rules and requirements under which the University may provide wireless telecommunications to employees and non-employees (including associates, affiliate fiscal staff, and other individuals) in support of official university business. The intent of this procedural statement is to provide reasonable assurance that such usage and expenditures are based upon consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.

Example

Example 1,
Example 2,
Example 3,
Example 4

Petty Cash & Change Funds ^[7]

This Procedural Statement sets forth the rules and requirements for processing petty cash funds and change funds. It further outlines restrictions on the use of such funds.

Example

Example 1,
Example 2,
Example 3,
Example 4

Groups audience:

Controller

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Links

[1] <https://www.cu.edu/controller/finance-procedural-statement-test>

[2] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages> [3] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense> [4] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-complimentary> [5]

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[7] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-petty-cash-change>