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

Finance Procedural Statement Test [1]

Finance Procedural Statements provide guidance on determining allowability of certain sensitive expenses -- including identifying allowable items for purchase and payment through the Procurement Service Center -- and on recording/reporting these expenses.

Policy Name	Description	Effective Date
Business Expense Substantiation & Tax Implications [2]	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.	August 1, 2026
Business Expenses [2]	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	January 1, 2027

Policy Name	Description	Effective Date
Complimentary Tickets and Related Expenses for Employees and Non-Employees [3]	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.	January 1, 2026
Gift Cards [4]	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.)	January 1, 2026

Policy Name	Description	Effective Date
Personal Technology and Telecommunications [5]	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.	April 1, 2025
Petty Cash & Change Funds [6]	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.	April 1, 2025

Groups audience:
Controller

Source URL:https://www.cu.edu/controller/finance-procedural-statement-test

Links
[1] https://www.cu.edu/controller/finance-procedural-statement-test
[2] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense [3] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-complimentary [4] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards [5] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-personal-technology
[6] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-petty-cash-change