Forms [1]

Use the following forms to request the specified updates in the PeopleSoft Finance System (FIN), or to provide supporting documentation for an expense request or other action according to Finance, Accounting Handbook, or related procedures.

Need help finding the right form? Use the search box below:

Name	Purpose			
Capital Asset Management for System Administration [2]	Used to account for System Administration capital assets upon purchase, transfer, or disposal. Also used to update information associated with current System Administration capital assets. A capital asset is property - including equipment, software, remodels, and renovations - that has an expected useful life of more than one year and a unit cost of \$5,000 or more. If you are not a System Administration employee, do not use this form. Instead, contact: Boulder Campus: property@colorado.edu [3], sheri.valashinas@colorado.edu [4] UCCS: acctfinc@uccs.edu [5] Denver Anschutz Medical Campus: Finance.AM@ucdenver.edu [6]			
Cash Receipt [7]	Used to deposit cash (paper/coin currency, checks, credit card checks, traveler's checks, money orders, credit/debit card receipts, wire transfers) received by an organizational unit into an appropriate SpeedType.			
Cash Receipt-Gifts (Deposits for CU Foundation Only) [8]	Used to deposit cash (paper/coin currency, checks, credit card checks, traveler's checks, money orders, credit/debit card receipts, wire transfers) that is received by an organizational unit as a gift, into an appropriate CU Foundation fund number.			

Fundraising Authorization [15]

<u>ChartField Request –</u> SpeedType Fiscal Staff [9]

Fundraising Event Budget
Template [16]
ChartField Request –
SpeedType, Program, Subclass

Gift Card Audit Log &
Reconciliation Template [17]
ChartField Request: Account [12]
Gift Card Authorization Request
(GC) [18]
ChartField Request:
Organization [13]
Gift Fund SpeedType [11]
ChartField Request: Projects [14]

Gift-in-Kind Acceptance [19]

IN - Interdepartmental Invoice [20]

Journal Source [21]

Official Function (OF) [22]

Personal Technology Regent Responsibility (PTR) [23]

Used to request a Gift Fund (Fund 34) SpeedType to conduct a material (over \$75 individual item value) fundraising event.

Used to request additions, deletions, or modifications Used to request additions, deletions, or modifications Used to repetit revenues and expenses for a material fundraising event, demonstrating that there will be a surplus, or that there will be sufficient funds Wand the resoluted of the repetition of the repetitio

Used to document gift card purchases and disbursements for audit purposes (sample template). Used to request additions of changes (modifications, inactivations, or reactivations) to Account ChartField Valed to request the establishment or modification of a gift card program, and to accept custody of that Productions, or reactivations or changes (modifications, inactivations, or reactivations) to Organizational Unit Obact Field values action related to a Gift Fund (Fund 34) SpeedType that is not linked to a CU Foundation Fund (in equilibria and their associated SpeedTypes.

Used to request acceptance of a non-monetary gift (goods, property, or services) from a donor.

Used to purchase goods or services from another CU organizational unit, or to record other financial transactions in the general ledger.

Used to request additions or modifications to Journal Source information. (Journal Source information is tied to a Journal Source Code, which identifies where a journal entry originated.)

Used when:

- 1. alcoholic beverages are purchased (in any dollar amount) for an official function or CU-hosted conference: or
- 2. for an official function, the total cost of food/beverage exceeds \$500; or
- 3. for an official function, the per-person cost of food/beverage exceeds \$115 (regardless of total cost).

Used by Regents of the University of Colorado to accept individual responsibilities associated with using university-provided personal technology and telecommunications equipment and services.

Used to accept individual responsibilities associated with using university-provided personal technology Personal Technology and telecommunications equipment and services or Responsibility (PT) [24] being reimbursed for wireless telecommunications services. Personal Used to create the required log for assigning wireless Technology/Telecommunications telecommunications equipment to individuals on a Checkout & Return [25] temporary basis (sample template). Personal Technology and Used to provide a template for the organizational unit Telecommunications Guidelines to document its guidelines for providing wireless telecommunications equipment/service. for Organizational Units [26] Used to request the establishment or modification of Petty Cash/Change Fund a petty cash fund or change fund, and to accept Request (PCCF) [27] custody of that fund. Used to reconcile/audit petty cash funds or change Petty Cash Reconciliation (PCR) funds. Recognition Program Used to document details and approvals for a Authorization (RPA) [29] recognition program. Used to report cash-like (e.g., gift cards) and non-Recognition Reporting (RR) [30] cash awards, rewards, prizes, or other distributions. Used to liquidate principal of quasi-endowment (CU Foundation internal transfer). Also used to request Transfer Funds [31] the transfer of gift funds from CU Foundation to a CU SpeedType when a manual transfer is allowed.

W-9 (Signed by CU) [32]

Used to provide to entities who request a copy of the University's signed W-9 form. In this case, the external entity wants to purchase goods or services *from* CU.

W-9 Substitute (Signed by CU)

Used by org unit to obtain information when entities ask the University to complete a specialized W-9 form. In this case, the external entity wants to purchase goods or services *from* CU and the org unit needs to fill out a substitute W-9 form.

Have a question or feedback?

Questions & Feedback [34]

Feedback or Question *								

Your Name

Your Email Address

CAPTCHA -

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Source URL:https://www.cu.edu/controller/forms-0

Links

- [1] https://www.cu.edu/controller/forms-0 [2] https://www.cu.edu/controller/forms/capital-asset-management-system-administration [3] mailto:property@colorado.edu
- [4] mailto:sheri.valashinas@colorado.edu [5] mailto:acctfinc@uccs.edu [6]
- mailto:Finance.AM@ucdenver.edu [7] https://www.cu.edu/controller/forms/cash-receipt
- [8] https://www.cu.edu/controller/forms/cash-receipt-gifts-deposits-cu-foundation-only
- [9] https://www.cu.edu/controller/forms/chartfield-request-%E2%80%93-speedtype-fiscal-staff
- [10] https://www.cu.edu/controller/forms/chartfield-request-%E2%80%93-speedtype-program-subclass
- [11] https://www.cu.edu/controller/forms/gift-fund-speedtype [12]
- https://www.cu.edu/controller/forms/chartfield-request-account
- [13] https://www.cu.edu/controller/forms/chartfield-request-organization
- [14] https://www.cu.edu/controller/forms/chartfield-request-projects
- [15] https://www.cu.edu/controller/forms/fundraising-authorization
- [16] https://www.cu.edu/controller/forms/fundraising-event-budget-template
- [17] https://www.cu.edu/controller/gift-card-audit-log-reconciliation-template
- [18] https://www.cu.edu/controller/forms/gift-card-authorization-request-gc
- [19] https://www.cu.edu/controller/forms/gift-kind-acceptance
- [20] https://www.cu.edu/controller/forms/interdepartmental-invoice
- [21] https://www.cu.edu/controller/forms/journal-source [22] https://www.cu.edu/controller/forms/official-
- function [23] https://www.cu.edu/controller/forms/personal-technology-regent-responsibility-ptr
- [24] https://www.cu.edu/controller/forms/personal-technology-responsibility-pt
- [25] https://www.cu.edu/controller/forms/personal-technologytelecommunications-checkout-return
- [26] https://www.cu.edu/controller/forms/personal-technology-and-telecommunications-guidelines-organizational-units [27] https://www.cu.edu/controller/forms/petty-cashchange-fund-request-pccf
- [28] https://www.cu.edu/controller/forms/petty-cash-reconciliation-pcr
- [29] https://www.cu.edu/controller/forms/recognition-program-authorization-rpa
- [30] https://www.cu.edu/controller/forms/recognition-reporting-rr
- [31] https://www.cu.edu/controller/forms/transfer-funds [32] https://www.cu.edu/controller/forms/w-9-
- signed-cu [33] https://www.cu.edu/controller/forms/w-9-substitute-signed-cu
- [34] https://www.cu.edu/controller/forms/questions-feedback-0