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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:

Form 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: • CU Boulder: property@colorado.edu [3] • CU Denver | CU Anschutz: Finance.AM@ucdenver.edu [4] • UCCS: acctfinc@uccs.edu [5]
Cash Receipt [6]	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) [7]	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 designation number.
ChartField Request – SpeedType Fiscal Staff [8]	Used to request additions, deletions, or modifications to SpeedType Fiscal Staff.

Fundraising Authorization [14]	Used to request a Gift Fund (Fund 34) SpeedType to conduct a material (over $75 individual item value) fundraising event.
ChartField Request – SpeedType, Program, Subclass [9]	Used to request new, non-Fund 34 Program SpeedTypes.
Fundraising Event Budget Template [15]	Used to identify revenues and expenses for a material fundraising event, demonstrating that there will be a surplus, or that there will be sufficient funds from other appropriate resources to cover any anticipated deficit in the case where the non-tangible benefits (e.g., donor cultivation) justify proceeding with the event.
ChartField Request: Account [11]	Used to request additions or changes (modifications, inactivations, or reactivations) to Account ChartField values.
Gift Card Audit Log & Reconciliation Template [16]	Used to document gift card purchases and disbursements for audit purposes (sample template).
ChartField Request: Organization [12]	Used to request additions or changes (modifications, inactivations, or reactivations) to Organizational Unit ChartField values.
Gift Card Authorization Request (GC) [17]	Used to request the establishment or modification of a gift card program, and to accept custody of that program.
ChartField Request: Projects [13]	Used to request additions or changes to Projects and their associated SpeedTypes.
Gift Fund SpeedType [10]	Used to request action related to a Gift Fund (Fund 34) SpeedType that is not linked to a CU Foundation Fund (i.e., a direct gift to CU).
Gift-in-Kind Acceptance [18]	Used to request approval from the CU System Advancement Office to accept donor contributions to CU in the form of goods, property, or contributed services, as opposed to gifts of cash.
IN - Interdepartmental Invoice [19]	Used to purchase goods or services from another CU organizational unit, or to record other financial transactions in the general ledger.
Journal Source [20]	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.)
Official Function (OF) [21]	Used when: 1. for an official function or CU-hosted conference, alcoholic beverages are purchased (in any dollar amount); 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 $125 (pre-tax/tip/fees) regardless of total cost.
Personal Technology Regent Responsibility (PTR) [22]	Used by Regents of the University of Colorado to accept individual responsibilities associated with using university-provided personal technology and telecommunications equipment and services.

For actions on Fund 34 SpeedTypes, see the Gift Fund SpeedType [10] webpage and form.

Personal Technology Responsibility (PT) [23]	Used to accept individual responsibilities associated with using university-provided personal technology and telecommunications equipment and services or being reimbursed for wireless telecommunications services.
Personal Technology/Telecommunications Checkout & Return [24]	Used to create the required log for assigning wireless telecommunications equipment to individuals on a temporary basis (sample template).
Personal Technology and Telecommunications Guidelines for Organizational Units [25]	Used to provide a template for the organizational unit to document its guidelines for providing wireless telecommunications equipment/service.
Petty Cash/Change Fund Request (PCCF) [26]	Used to request the establishment or modification of a petty cash fund or change fund, and to accept custody of that fund.
Petty Cash Reconciliation (PCR) [27]	Used to reconcile/audit petty cash funds or change funds.
Recognition Program Authorization (RPA) [28]	Used to document details and approvals for a recognition program.
Recognition Reporting (RR) [29]	Used to report cash-like (e.g., gift cards) and non-cash awards, rewards, prizes, or other distributions to employees. The form is submitted to Employee Services. To report cash-like and non-cash distributions to non-employees, do not use this form. Instead, use the Payment Reporting form on the Procurement Service Center (PSC) website [30].
Transfer Funds [31]	Used to liquidate principal of quasi-endowment (CU Foundation internal transfer). Also used to request 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) [33]	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?

For questions or feedback contact fss@cu.edu [34]

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:Finance.AM@ucdenver.edu [5] mailto:acctfinc@uccs.edu [6] https://www.cu.edu/controller/forms/cash-receipt [7] https://www.cu.edu/controller/forms/cash-receipt-gifts-deposits-cu-foundation-only [8] https://www.cu.edu/controller/forms/chartfield-request-%E2%80%93-speedtype-fiscal-staff [9] https://www.cu.edu/controller/forms/chartfield-request-%E2%80%93-speedtype-program-subclass [10] https://www.cu.edu/controller/forms/gift-fund-speedtype
[11] https://www.cu.edu/controller/forms/chartfield-request-account
[12] https://www.cu.edu/controller/forms/chartfield-request-organization
[13] https://www.cu.edu/controller/forms/chartfield-request-projects
[14] https://www.cu.edu/controller/forms/fundraising-authorization
[15] https://www.cu.edu/controller/forms/fundraising-event-budget-template
[16] https://www.cu.edu/controller/forms/gift-card-audit-log-reconciliation-template
[17] https://www.cu.edu/controller/forms/gift-card-authorization-request-gc
[18] https://www.cu.edu/controller/forms/gift-kind-acceptance
[19] https://www.cu.edu/controller/forms/interdepartmental-invoice
[20] https://www.cu.edu/controller/forms/journal-source [21] https://www.cu.edu/controller/forms/official-function [22] https://www.cu.edu/controller/forms/personal-technology-regent-responsibility-ptr
[23] https://www.cu.edu/controller/forms/personal-technology-responsibility-pt
[24] https://www.cu.edu/controller/forms/personal-technologytelecommunications-checkout-return
[25] https://www.cu.edu/controller/forms/personal-technology-and-telecommunications-guidelines-organizational-units [26] https://www.cu.edu/controller/forms/petty-cashchange-fund-request-pccf
[27] https://www.cu.edu/controller/forms/petty-cash-reconciliation-pcr
[28] https://www.cu.edu/controller/forms/recognition-program-authorization-rpa
[29] https://www.cu.edu/controller/forms/recognition-reporting-rr [30] https://www.cu.edu/psc/psc-forms
[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] mailto:fss@cu.edu