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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Asset Management [2]</td>
<td>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, remolds, and renovations - that has an expected useful life of more than one year and a unit cost of $5,000 or more.</td>
</tr>
<tr>
<td>Cash Receipt [3]</td>
<td>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.</td>
</tr>
<tr>
<td>Cash Receipt-Gifts (Deposits for CU Foundation Only) [4]</td>
<td>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.</td>
</tr>
<tr>
<td>ChartField Request – SpeedType Fiscal Staff [5]</td>
<td>Used to request additions, deletions, or modifications to SpeedType Fiscal Staff.</td>
</tr>
<tr>
<td>ChartField Request – SpeedType, Program, Subclass [6]</td>
<td>Used to request additions, changes (including changes to Program or Subclass), inactivations, or reactivations for SpeedTypes not using Fund 34.</td>
</tr>
<tr>
<td>ChartField Request: Account [7]</td>
<td>Used to request additions or changes (modifications, inactivations, or reactivations) to Account ChartField values.</td>
</tr>
</tbody>
</table>
Fundraising Authorization

ChartField Request: Organization

ChartField Request: Projects

Fundraising Event Budget Template

Fundraising Authorization

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

Used to request additions or changes (modifications, inactivations, or reactivations) to Organizational Unit ChartField values.

Used to request additions or changes (modifications, inactivations, or reactivations) to Projects and their associated SpeedTypes.

ChartField Request: Projects

Gift Card Audit Log & Reconciliation Template

Gift Card Authorization Request (GC)

Gift Card Audit Log & Reconciliation Template

Gift Card Authorization Request (GC)

Used to request the establishment or modification of a gift card program, and to accept custody of that program.

Used to document gift card purchases and disbursements for audit purposes (sample template).

Gift Card Authorization Request (GC)

Gift Fund SpeedType

Gift Fund SpeedType

Gift-in-Kind Acceptance

Gift-in-Kind Acceptance

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).

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

IN - Interdepartmental Invoice

IN - Interdepartmental Invoice

Journal Source

Journal Source

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

Journal Source

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)

Official Function (OF)

Personal Technology Regent Responsibility (PTR)

Personal Technology Regent Responsibility (PTR)

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.

Official Function (OF)
| **Personal Technology Responsibility (PT)** [20] | 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** [21] | 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** [22] | 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)** [23] | 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)** [24] | Used to reconcile/audit petty cash funds or change funds. |
| **Recognition Reporting (RR)** [26] | Used to report cash-like (e.g., gift cards) and non-cash awards, rewards, prizes, or other distributions. |
| **Transfer Funds** [27] | 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)** [28] | 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)** [29] | 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

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