

Questions About Forms? Here's Where to Get Help ^[1]

August 21, 2026

Not sure where to go with a form question? Start with the team responsible for that form.

OUC Forms: Financial Services & Solutions (FSS Help) Team

Find the ChartField Request, Fundraising Authorization, Gift Card, Gift-in-Kind, Official Function, Petty Cash, Recognition, and other OUC forms on the [OUC Forms website](#) ^[2].

Contact FSS Help at FSS@cu.edu ^[3] for questions about these forms. They're typically used to:

- Update the PeopleSoft Finance System (FIN)
- Request access to financial systems
- Document, record, or report expenses or other financial transactions

These forms are often governed by Finance Procedural Statements, Accounting Handbook procedures, or other financial policies – such as Sensitive Expenses, Recognition, or Cash Control procedures.

PSC Forms: PSC Service Desk Team

Find the Cash Advance, Payment Authorization, Study Subject Payment, Travel Arranger, Warrant Adjustment, and other PSC forms on the [PSC Forms website](#) ^[4].

Contact the PSC Service Desk at PSC@cu.edu ^[5] for questions about these forms. They're typically used to:

- Manage procurement transactions, including buying and paying for goods or services
- Provide supplier or supplier payment information and documentation
- Provide travel-related information

These forms are often governed by Procurement Procedural Statements – such as Payment Voucher/Authorization, Study Subject Payments, or Travel procedures.

Quick Tip: Always Download the Current Form!

Start by finding your form on the appropriate Forms website and download the current version each time you need it.

Avoid saving forms to your desktop and reusing them later—the forms may have been updated.

Starting with the Forms website also tells you which team to contact if you need help.

Source URL:<https://www.cu.edu/controller/news/office-university-controller-news/august-21-2026-edition/questions-about-forms-here>

Links

[1] <https://www.cu.edu/controller/news/office-university-controller-news/august-21-2026-edition/questions-about-forms-here> [2] <https://www.cu.edu/controller/forms-0> [3] <mailto:FSS@cu.edu>
[4] <https://www.cu.edu/psc/psc-forms> [5] <mailto:PSC@cu.edu>