Forms [1]

The following forms are used to purchase or pay for items, to provide required documentation/approval for the purchase of items, or to request specific updates.

- All Forms
- Payables
- Procurement Card
- Purchasing
- Travel

All Forms

- Advance Payment to Suppliers [2]
- Approving Official Application/Update [3]
- Cardholder Application - Procurement Card [4]
- Cardholder Application - Travel Card [5]
- Cardholder Update (for Procurement and Travel Cards) [6]
- Cash Advance Setup [7]
- Certifications Under a Federal Contract [8]
- Certifications Under a Federal Grant [9]
- Conflict of Interest Evaluation [10]

- Honorarium [12]
- Non-Employee Reimbursement-International [13]
- Official Function [14]
- Payment Authorization [15]
- Recognition Program Authorization [16]
- Recognition Reporting [17]
- RFP Information [18]

- Scope of Work [19] (Employee Services form)
- Source Selection and Price Reasonableness [20]
- SPO Invoice Allocation [21]
- Study Subject Payment [22]
- Supplier Show Approval [23]
- Travel Arranger [24]
- Violation Notification [25]
- W-9 (Signed by CU)  [26]
- Warrant Adjustment  [27]
- Wire Payment Request  [28]

**Payables Forms**

- Honorarium  [12]
- Payment Authorization  [15]
- Recognition Program Authorization  [16]
- Recognition Reporting  [17]
- Scope of Work  [19] (Employee Services form)
- SPO Invoice Allocation  [21]
- Study Subject Payment  [22]
- W-9 (Signed by CU)  [26]
- Warrant Adjustment  [27]
- Wire Payment Request  [28]

**Procurement Card Forms**

- Approving Official Application/Update  [3]
- Cardholder Application - Procurement Card  [4]
- Cardholder Update (for Procurement and Travel Cards)  [6]
- Violation Notification  [25]

**Purchasing Forms**

- Advance Payment to Suppliers  [2]
- Certifications Under a Federal Contract  [8] (for Federal Contracts over $100,000; signed by supplier)
- Certifications Under a Federal Grant  [9] (for Federal Grants over $100,000; signed by supplier)
- Conflict of Interest Evaluation  [10]
- Official Function  [29]
- Price Negotiation Memorandum  [30] (for Federal Contracts & Grants over $100,000; signed by department)
- RFP Information  [18]
- Scope of Work  [19] (Employee Services form)
- Source Selection and Price Reasonableness  [20]
- Supplier Show Approval  [23]
- W-9 (Signed by CU)  [31]
Travel Forms

- Cardholder Application - Travel Card
- Cardholder Update (for Procurement and Travel Cards)
- Cash Advance Setup
- Delegate Authorization
- Non-Employee Reimbursement-International
- Travel Arranger

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

Links