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]
• Cardholder Application - Managed Spend (Declining Balance) Card [4]
• Delegate Authorization [11]
• 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 [14]
• Price Negotiation Memorandum [29] (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) [26]
Travel Forms

- Cardholder Application - Travel Card [5]
- Cardholder Update (for Procurement and Travel Cards) [6]
- Cash Advance Setup [7]
- Non-Employee Reimbursement-International [13]
- Travel Arranger [24]

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

Links
[10] https://www.cu.edu/psc/policies/conflict-interest-evaluation-coi