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 [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
[9] https://www.cu.edu/doc/app-m-certifications-under-federal-grant
[10] https://www.cu.edu/psc/policies/conflict-interest-evaluation-coi
[12] https://www.cu.edu/psc/policies/honorarium-hnr
[14] https://www.cu.edu/psc/forms/official-function
[15] https://www.cu.edu/psc/forms/payment-authorization-pa
[16] https://www.cu.edu/psc/policies/recognition-program-authorization-rpa
[17] https://www.cu.edu/psc/forms/recognition-reporting-rr
[18] https://www.cu.edu/psc/forms/request-proposal-information-department-rfp
[19] https://www.cu.edu/docs/scope-work-sow-form
[21] https://www.cu.edu/psc/forms/spo-invoice-allocation-spo
[22] https://www.cu.edu/psc/forms/study-subject-payment-ssp
[23] https://www.cu.edu/psc/forms/supplier-show-approval
[25] https://www.cu.edu/psc/forms/violation-notification-vn
[26] https://www.cu.edu/psc/forms/w-9-signed-cu
[27] https://www.cu.edu/psc/forms/warrant-adjustment-wa
[28] https://www.cu.edu/psc/policies/wire-payment-request
[29] https://www.cu.edu/doc/app-j-price-negotiation-memopdf