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
- Approving Official Application/Update
- Cardholder Application - Procurement Card
- Cardholder Application - Managed Spend (Declining Balance) Card
- Cardholder Application - Travel Card
- Cardholder Update (for Procurement and Travel Cards)
- Cash Advance Setup
- Certifications Under a Federal Contract
- Certifications Under a Federal Grant
- Conflict of Interest Evaluation
- Delegate Authorization
- Honorarium
- Non-Employee Reimbursement-International
- Official Function
- Payment Authorization
- Recognition Program Authorization
- Recognition Reporting
- RFP Information
- Scope of Work (Employee Services form)
- Source Selection and Price Reasonableness
- SPO Invoice Allocation
- Study Subject Payment
- Supplier Show Approval
- Travel Arranger
- Violation Notification
Payables Forms

- Honorarium
- Payment Authorization
- Recognition Program Authorization
- Recognition Reporting
- Scope of Work (Employee Services form)
- SPO Invoice Allocation
- Study Subject Payment
- W-9 (Signed by CU)
- Warrant Adjustment
- Wire Payment Request

Procurement Card Forms

- Approving Official Application/Update
- Cardholder Application - Procurement Card
- Cardholder Update (for Procurement and Travel Cards)
- Cardholder Application - Managed Spend (Declining Balance) Card
- Delegate Authorization
- Violation Notification

Purchasing Forms

- Advance Payment to Suppliers
- Certifications Under a Federal Contract (for Federal Contracts over $100,000; signed by supplier)
- Certifications Under a Federal Grant (for Federal Grants over $100,000; signed by supplier)
- Conflict of Interest Evaluation
- Official Function
- Price Negotiation Memorandum (for Federal Contracts & Grants over $100,000; signed by department)
- RFP Information
- Scope of Work (Employee Services form)
- Source Selection and Price Reasonableness
- Supplier Show Approval
- W-9 (Signed by CU)
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
[10] https://www.cu.edu/psc/policies/conflict-interest-evaluation-coi
[15] https://www.cu.edu/psc/forms/payment-authorization-pa
[16] https://www.cu.edu/controller/forms/recognition-program-authorization-rpa