

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 - Managed Spend (Declining Balance) 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]

- Delegate Authorization ^[11]
- 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]
- Delegate Authorization ^[11]
- Non-Employee Reimbursement-International ^[13]
- Travel Arranger ^[24]

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

Links

[1] <https://www.cu.edu/psc/forms-0> [2] <https://www.cu.edu/psc/forms/advance-payment-suppliers>
[3] <https://www.cu.edu/psc/policies/approving-official-applicationupdate-ao>
[4] <https://www.cu.edu/psc/forms/cardholder-application-procurement-card-ca-pc>
[5] <https://www.cu.edu/psc/forms/cardholder-application-travel-card-ca-tc>
[6] <https://www.cu.edu/psc/forms/cardholder-update-procurement-and-travel-cards-cu>
[7] <https://www.cu.edu/psc/forms/cash-advance-setup-cas> [8] <https://www.cu.edu/doc/app-l-certifications-under-federal-contractpdf> [9] <https://www.cu.edu/doc/app-m-certifications-under-federal-grantpdf>
[10] <https://www.cu.edu/psc/policies/conflict-interest-evaluation-coi>
[11] <https://www.cu.edu/psc/policies/delegate-authorization-da> [12] <https://www.cu.edu/psc/policies/honorarium-hnr> [13] <https://www.cu.edu/psc/forms/non-employee-reimbursement-nr> [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>
[20] <https://www.cu.edu/doc/source-selection-and-price-reasonableness-formpdf>
[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>
[24] <https://www.cu.edu/psc/forms/travel-arranger-ta> [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>