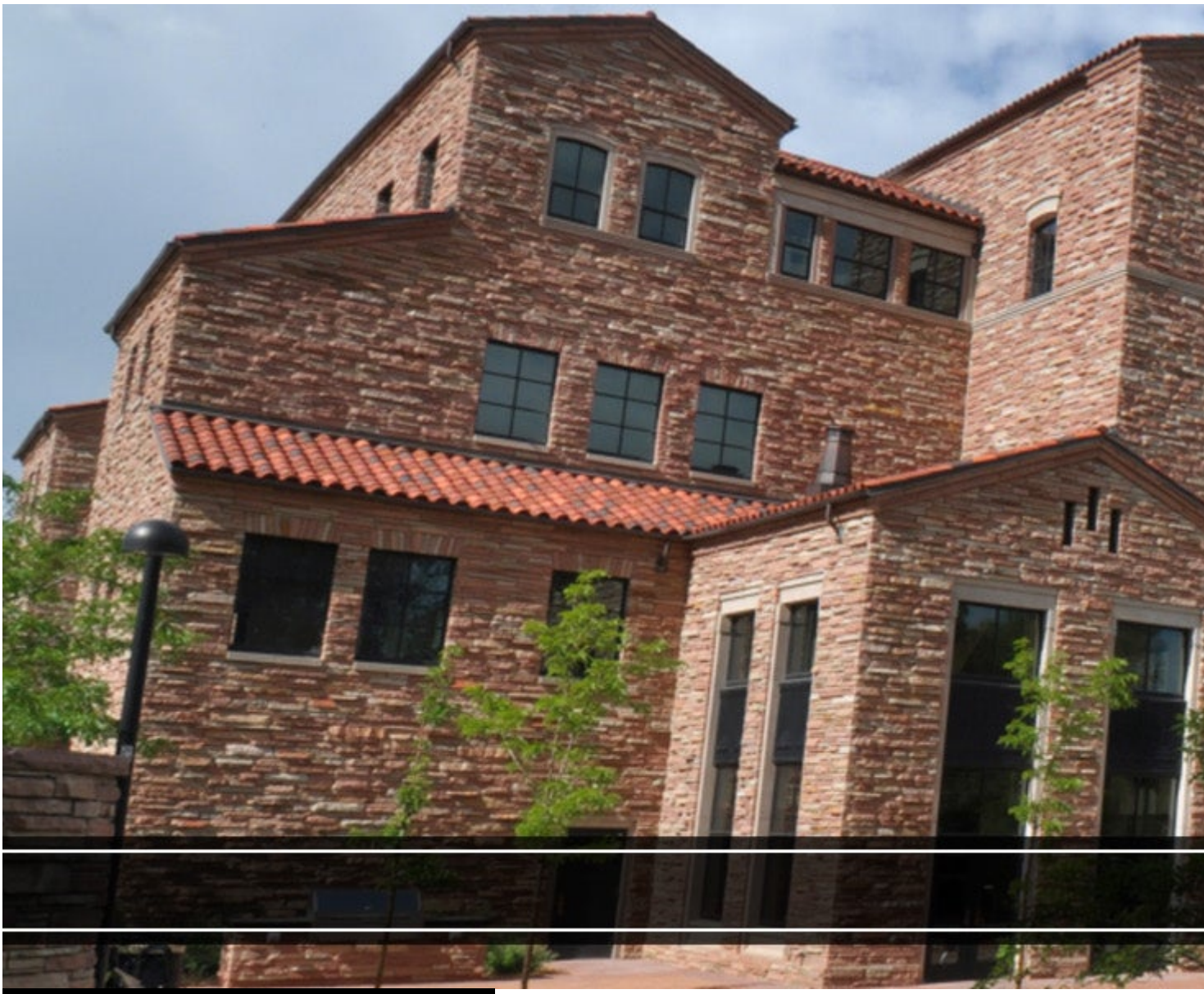
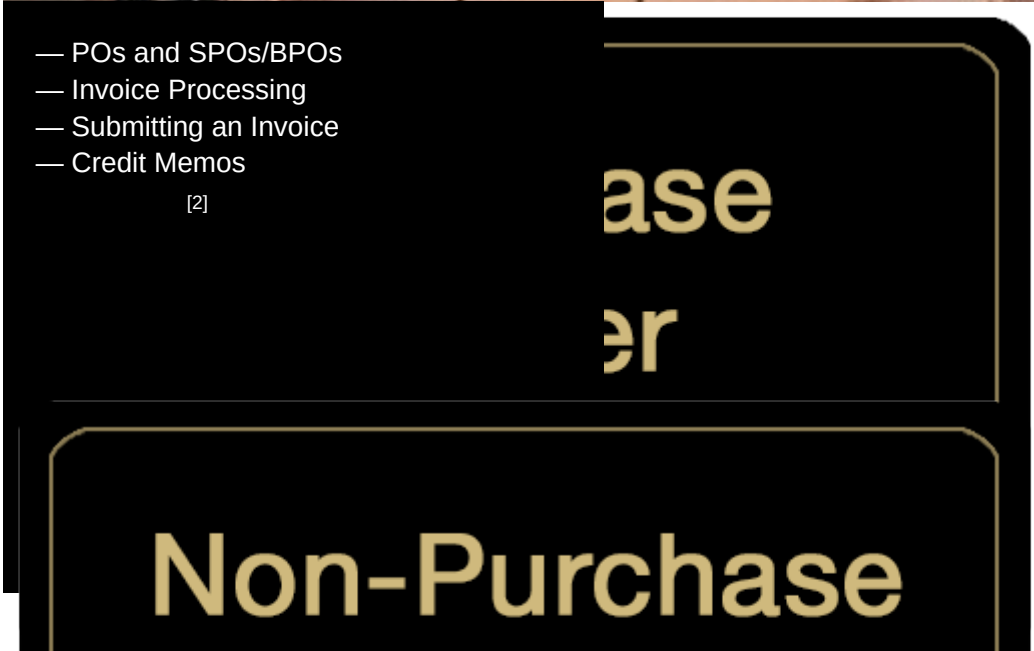
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Paying [1]



— POs and SPOs/BPOs
— Invoice Processing
— Submitting an Invoice
— Credit Memos
[2]



— Payment Vouchers
— Payment Authorizations
— Study Subject Payments
— Reimbursements
— Refunds

[3]

— International AP Matrix
— International Non-Employee Reimbursements
— International Tax Office Approval

[4]

— Warrant Adjustments
— Stale-Dated Checks

[5]

— Commercial Card Program
— Procurement Card Handbook
— Travel Card Handbook

[6]



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The **Payables team** is responsible for the processing of all invoice payments against existing purchase orders, processing payments on various forms, and processing reimbursements for eligible business expenses. The team is responsible for auditing and processing all payments in compliance with applicable rules and regulations, and in a timely manner. All invoices, credit memos and other payment forms are processed within 10 business days of submission.

The **Commercial Card team** is responsible for administration and maintenance of University-issued Procurement and Travel Cards, as well as monitoring for overall program compliance. The Commercial Card team supports campus departments who approve faculty and staff to apply for and utilize a University-issued credit card. The team processes account applications and updates, advises on compliance and use issues, and periodically audits campus cardholders to monitor and provide feedback on overall department program adherence.

These paying pages are designed to support our campus customers. If you are a supplier, please visit the Doing Business with CU [7]website for information regarding submitting invoices, invoice status and payment terms. If you are a campus partner and need additional support, please contact PSC@cu.edu [8] for assistance.

Resources

- AP Travel (International) Payments Guidance [9]
- Non-employee Reimbursement-International (NRI) Form [10]
- Payment Methods [11]
- Study Subject Payment Form [12]
- Tax-Exempt Information [13]
- Warrant Adjustment Form [14]

Related Articles

- Concur Request: Applying for a Procurement Card [15]
- Payment Status: Looking up Marketplace Invoices [16]
- Payment Status: Looking Up Employee Reimbursements in FIN [17]
- Payment Status: Looking Up Employee Reimbursements in Concur [18]
- Payment Status: Troubleshooting In-Process Vouchers [19]
- CU Marketplace: Viewing Invoice Status [20]
- CU Marketplace: Resolving Match Exceptions [21]
- CU Marketplace: Looking up Marketplace Invoices [22]

SEARCH ALL ARTICLES [23]

Policies and Procedures

- PSC Procedural Statement for Wire Transfers [24]
- PSC Procedural Statement for Advance Payment to Suppliers [25]
- PSC Procedural for W-9 & Vendor Authorization [26]

VIEW ALL PROCEDURES [27]

Groups audience:
Procurement Service Center

Source URL:https://www.cu.edu/psc/paying

Links
[1] https://www.cu.edu/psc/paying [2] https://www.cu.edu/psc/paying/purchase-order-invoicing
[3] https://www.cu.edu/psc/paying/non-purchase-order-payments
[4] https://www.cu.edu/psc/paying/international-ap-payments [5] https://www.cu.edu/psc/paying/cancelling-or-reissuing-payments [6] https://www.cu.edu/psc/paying/commercial-card-program
[7] https://www.cu.edu/psc/doing-business-cu [8] mailto:PSC@cu.edu [9] https://www.cu.edu/docs/ap-travel-international-payments-guidance [10] https://www.cu.edu/psc/forms/non-employee-reimbursement-nr [11] https://www.cu.edu/psc/doing-business-cu/payments [12] https://www.cu.edu/psc/forms/study-subject-payment-ssp [13] https://www.cu.edu/controller/tax/tax-exempt-information
[14] https://www.cu.edu/psc/psc-forms [15] https://pschelp.cu.edu/s/article/Concur-Request-Applying-for-a-Procurement-Card [16] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Marketplace-Invoices
[17] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Employee-Reimbursements-in-FIN
[18] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Employee-Reimbursements-in-Concur
[19] https://pschelp.cu.edu/s/article/Payment-Status-Troubleshooting-In-Process-Vouchers
[20] https://pschelp.cu.edu/s/article/CU-Marketplace-Viewing-Invoice-Status
[21] https://pschelp.cu.edu/s/article/CU-Marketplace-Resolving-Match-Exceptions
[22] https://pschelp.cu.edu/s/article/CU-Marketplace-Searching-for-Invoices [23] https://pschelp.cu.edu/s/
[24] https://www.cu.edu/psc/psc-procedural-statement-wire-transfers [25] https://www.cu.edu/psc/psc-procedural-statement-advance-payment-suppliers [26] https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization [27] https://www.cu.edu/psc/procedures