Policies and Procedures [1]

- PSC Policies and Procedures
- Controller Policies and Procedures
- Employee Services Policies and Procedures

PSC Procedural Statements: Guidance on policies and procedures relevant to procurement, payables, and travel. For assistance, contact PSC@cu.edu [2].

Policy or Procedure Name	Purpose	Effective Date
Advance Payment to Suppliers (ADV) [3]	This PSC Procedural Statement sets forth university requirements regarding the issuing of advance payments to suppliers and regarding the use of the Advance Payment to suppliers form.	07/01/201
After-the-Fact Purchases [4]	An After-the-Fact (ATF) purchase occurs when an organizational unit makes a commitment over \$10,000 before the Procurement Service Center (PSC) issues a purchase order. This PSC Procedural Statement sets forth university requirements for the identification, notification, and processing of After-the-Fact purchases.	07/01/201
Cash Advances [5]	This PSC Procedural Statement sets forth the rules and requirements under which employees may obtain cash advances to support university travel.	01/15/202
Payment Voucher/Authorization	This Procedural Statement outlines when a commitment voucher is not required in order to process an invoice. In these situations, the payment request may be submitted directly with the designated form.	05/01/202

Policy or Procedure Name	Purpose	Effective Date
Procurement Card Handbook [7]	The Procurement Card Handbook provides information on the appropriate use and management of university-issued Procurement Cards. Guidance on allowable card uses, roles and responsibilities, and other program details can be found in the Procurement Card Handbook.	Effective 07/01/200 amended 07/01/201
Procurement Rules [8]	Under these Rules, the Procurement Department is the final authority at the university for the selection of suppliers and the sole authority for the commitment of university funds with respect to the Procurement of Goods and Services.	Effective 07/01/200 amended 01/01/202
Student Payments [9]	This procedural statement clarifies when payments to University of Colorado student sare processed: through the Procurement Service Center (PSC), Employee Services (ES), or the campus Office of Financial Aid (OFA), and when such payments are reported as taxable income or as financial aid.	01/01/201
Study Subject Payments [10]	This PSC Procedural Statement (PPS) sets forth university requirements for processing study subject payments.	05/04/201
Travel [11]	This PSC Procedural Statement (PPS) sets forth requirements for authorizing university travel, determining travel expenses that can be covered by the university, and accomplishing the reconciliation and reimbursement process.	01/01/202
Travel Card Handbook	The Travel Card is designed to facilitate payment of university travel-related expenses. Individual cardholders can use their card to pay for most of their university travel-related expenses, as well as for certain travel expenses for guests/non-employees.	

Policy or Procedure Finance Procedural Statements	sirposence on determining allowability of certain expense	Effectiv Date	ve
Policy or Procedure	r assistance, contact FSS@cu.edu [15]. This PSC Procedural Statement sets forth Purpose	22/2	202
	rde Ardmanniserative Policy Statement (APS)		
Alcoholic Beverages Purchased for to the life of the	Alceholic Beverages Purchased for University his Procurement Service Center (PSC) Events sets forth the parameters for using rocedural Statement sets forth requirements university funds to purchase alcoholic beverages of process a wife transfer payment which peverages for personal consumption at university events. Such purchases must comply with the APS, with all applicable procurement rules, and with the requirements of this procedural statement.	09/30/2	202
Business Expense Substantiation and Tax Implications [17]	Under the University's accountable plan for commercial credit card use, cash advance, and employee reimbursement, employees are required to substantiate the business purpose of the expense, provide any required receipts/other documentation, and reimburse the University (if appropriate) within specified timeframes.		
Complimentary Tickets [18]	This Procedural Statement sets forth university requirements for reporting such complimentary tickets and related expenses for employees and non-employees.		
Gift Cards [19]	This Procedural Statement sets forth requirements for the authorization of gift card us	e.	
Official Functions [20]	This procedural statement sets forth university requirements for use of the Official Function form when food/beverage is purchased for an official function, or when alcohol is purchased for an official function or CU-hosted conference. For information on how to purchase food, beverage, catered services, meeting facilities, and other items related to official functions, see the How to Buy Official Functions [21] purchasing instructions.	n	

Policy or Procedure Employee Services Procedural Stateonats: Information on payroll or tax issues related to ourchasing/paying for certain goods and services. For assistance, see the specific procedure. This Procedural Statement sets forth the rules. Policy or **Purpose Procedure Name** Resources All employeeversvindexpresseployees viouudiegaxable. Non-Purchase Order Thais na passes i whose the filtrate is seath starts in an error to even or Mersagnad Technologyan individual cologian individual control of colficial the live stital f. and International Accounts Bayables in Basa The international Accounts Bayables in Bay Telecommunication Moving Services especial easonable assurance that such Tax-Exempt Information [34]

I usage and expenditures are based upon
The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, scope of work form to determine if someone can be and that such usage and expenses are in classified as an independent contractor. This compliance with all applicable rules, regulations, regulations, of the contractor of the relationship contractor and the university. As of (Scopensi Visita): Looking up Marketplace in the services of the university. As of Petry Cash and Change Butter of the relationship to the provider and the university of the petry Cash and Change Butter of the relationship to the petry Cash and Change Butter of the relationship to the petry Cash and Change Butter of the petry Cash and Change Butter of the petry cash funds

Funds 1980 Status: Trainden and Change Butter of the restrictions Fundayment Status: Troing appropriate the status of the st • Payment Status: Looking Upo Pat/meet/seconfosizations/1068s) and Non-Employee Reimbursements-International (NRIs) in FIN [41]
This Procedural Statement (a) sets forth university rules and requirements for using SEARCH ALL ARTICLES [42] university funds to pay for recognition and training for employees, associates, and other Prolicionanch Papedures individuals (including students); and, (b) is Training [24]
• Finance Procedural Statements igned to provide reasonable assurance that • Employee Services Policies recognition awards, rewards, and prizes CU Treasurer Policies [45] distributed by the University are properly captured and subject to appropriate tax reporting. Groups audience: Procurement Service Center The matrix on this site outlines the allowability of Source URL: https://www.cu.edu/psd/proceduresensitive expenses. Conditions listed for an item are in addition to meeting all tests of **Se**nsitive Expenses [25] statement-advance-payment-suppliers [4] https://www.cu.edu/psc/procedures/after-fact-purchases [5] https://www.cu.edu/psc/procedures/cash-advances [6] https://www.cu.edu/psc/policies/psc-proceduralstatement-payment-voucher-authorization [7] https://www.cu.edu/psc/procurement-card-handbook [8] https://www.cu.edu/psc/procurement-rules [9] https://www.cu.edu/psc/policies/psc-proceduralstatement-student-payments [10] https://www.cu.edu/psc/policies/psc-procedural-statement-study-subjectpayments [11] https://www.cu.edu/psc-procedural-statement-travel [12] https://www.cu.edu/psc/travel/youtravel/travel-card [13] https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization [14] https://www.cu.edu/psc/psc-procedural-statement-wire-transfers [15] mailto:FSS@cu.edu [16] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-proceduralstatement-alcoholic-beverages [17] https://www.cu.edu/controller/procedures/finance-proceduralstatements/finance-procedural-statement-business-expense [18] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-proceduralstatement-complimentary

- [19] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-proceduralstatement-gift-cards [20] https://www.cu.edu/controller/procedures/finance-procedural-statements/financeprocedural-statement-official-functions [21] https://www.cu.edu/psc/how-buy-official-functions [22] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-proceduralstatement-personal-technology [23] https://www.cu.edu/controller/procedures/finance-proceduralstatements/finance-procedural-statement-petty-cash-change
- [24] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-proceduralstatement-recognition-and [25] https://www.cu.edu/controller/procedures/finance-proceduralstatements/finance-procedural-statement-sensitive-expenses [26] https://www.cu.edu/ope/aps/4015
- [27] https://www.cu.edu/employee-services/payroll/moving
- [28] https://www.cu.edu/psc/procurement/commodities/how-buy-moving-services
- [29] https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/hire-independentcontractor-scope-work [30] https://www.cu.edu/psc/paying/non-purchase-order-payments
- [31] https://www.cu.edu/docs/ap-travel-international-payments-guidance
- [32] https://www.cu.edu/docs/international-ap-payments [33] https://www.cu.edu/psc/doing-businesscu/payments [34] https://www.cu.edu/controller/tax/tax-exempt-information
- [35] https://pschelp.cu.edu/s/article/Concur-Expense-Creating-a-Non-Employee-Expense-Report
- [36] https://pschelp.cu.edu/s/article/Concur-Request-Applying-for-a-Procurement-Card
- [37] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Marketplace-Invoices
- [38] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Employee-Reimbursements-in-FIN
- [39] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Employee-Reimbursements-in-Concur
- [40] https://pschelp.cu.edu/s/article/Payment-Status-Troubleshooting-In-Process-Vouchers
- [41] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-PAs-and-NRIs-in-FIN
- [42] https://pschelp.cu.edu/s/ [43] https://www.cu.edu/controller/procedures/finance-procedural-statements
- [44] https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/policies
- [45] https://www.cu.edu/treasurer/policies