Policies & Procedures [1]

Guidance on policies, procedures, and forms relevant to procurement, payables, and travel.

**PSC Procedural Statements**

Instruction on how to buy and pay for goods and services, including travel.

*For assistance, contact PSC@cu.edu* [2].

- Advance Payment to Suppliers [3]
- After-the-Fact Purchases [4]
- Cash Advances [5]
- Payment Voucher/Authorization [6]
- Procurement Card Handbook [7]
- Procurement Rules [8]
- Student Payments [9]
- Study Subject Payments [10]
- Travel [11]
- Travel Card Handbook [12]
- Undocumented Reimbursement [13]
- W-9 & Vendor Authorization [14]
- Wire Transfers [15]

**Finance Procedural Statements**

Guidance on determining allowability of certain expenses and recording/reporting them.

*For assistance, contact FSS@cu.edu* [16].

- Alcoholic Beverages Purchased for University Events [17]
- Business Expense Reimbursement [18]
- Complimentary Tickets [19]
- Gift Cards [20]
- Official Functions [21]
- Personal Technology & Telecommunications [22]
- Petty Cash & Change Funds [23]
- Recognition & Training [24]
- Sensitive Expenses [25]

**Employee Services Procedural Statements**

Information on payroll or tax issues related to purchasing/paying for certain goods and
For assistance, see the specific procedure.

- **Moving procedures** for house-hunting trips/moving reimbursements (To pay a moving company directly, see How to Buy Moving Services)
- **Scope of Work/Independent Contractor**

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

Links