

## **Policies and Procedures** <sup>[1]</sup>

- [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](mailto:PSC@cu.edu) <sup>[2]</sup>.

<b>Policy or Procedure Name</b>	<b>Purpose</b>	<b>Effective Date</b>
<b>Advance Payment to Suppliers (ADV)</b> <sup>[3]</sup>	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
<b>After-the-Fact Purchases</b> <sup>[4]</sup>	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
<b>Cash Advances</b> <sup>[5]</sup>	This PSC Procedural Statement sets forth the rules and requirements under which employees may obtain cash advances to support university travel.	01/15/202
<b>Payment Voucher/Authorization</b> <sup>[6]</sup>	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
<b>Procurement Card Handbook</b> <sup>[7]</sup>	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
<b>Procurement Rules</b> <sup>[8]</sup>	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
<b>Student Payments</b> <sup>[9]</sup>	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
<b>Study Subject Payments</b> <sup>[10]</sup>	This PSC Procedural Statement (PPS) sets forth university requirements for processing study subject payments.	05/04/201
<b>Travel</b> <sup>[11]</sup>	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
<b>Travel Card Handbook</b> <sup>[12]</sup>	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 Name	Purpose	Effective Date
Finance Procedural Statements (PSC)	Purpose: Guidance on determining allowability of certain expenses and recording/reporting them. For assistance, contact FSS@cu.edu [15].	
	This PSC Procedural Statement sets forth	22/202
	Under the Administrative Policy Statement (APS)	
Alcoholic Beverages Purchased for University Events [14] [16]	This Procurement Service Center (PSC) Procedural Statement sets forth requirements to process a wire transfer payment when 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.	03/31/202
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 use.	
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.	

Policy or Procedure Name	
<b>Employee Services Procedural Statements:</b> Information on payroll or tax issues related to purchasing/paying for certain goods and services. For assistance, see the specific procedure. This Procedural Statement sets forth the rules	
Policy or Procedure Name	Purpose
<b>Resources</b> <ul style="list-style-type: none"> <li>Non-Purchase Order Payments [39]</li> <li>Personal Technology Paying Individuals in support of official university (To pay a moving company directly, see How to Buy and Telecommunication Moving Services [38])</li> <li>Tax-Exempt Information [34]</li> </ul>	All employees and non-employees (including CU Undergraduate affiliates, research staff, and other employees or individuals) in support of official university.
<b>Related Articles</b> <ul style="list-style-type: none"> <li>Concur Expense: Creating a New Expense Report</li> <li>Request: Applying for a GC and procedures</li> <li>Payment Status: Looking Up Marketplace Invoices [37]</li> <li>Payment Status: Looking Up Employee Reimbursements in FIN [38]</li> <li>Payment Status: Looking Up Employee Reimbursements in Concur [39]</li> <li>Payment Status: Troubleshooting Purchase Vouchers [40]</li> </ul>	The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
<b>Hire an Independent Contractor (Scope of Work)</b> <ul style="list-style-type: none"> <li>Payment Status: Looking Up Marketplace Invoices [37]</li> <li>Payment Status: Looking Up Employee Reimbursements in FIN [38]</li> <li>Payment Status: Looking Up Employee Reimbursements in Concur [39]</li> <li>Payment Status: Troubleshooting Purchase Vouchers [40]</li> </ul>	The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
<b>Petty Cash and Change Funds</b> <ul style="list-style-type: none"> <li>Payment Status: Looking Up Marketplace Invoices [37]</li> <li>Payment Status: Looking Up Employee Reimbursements in FIN [38]</li> <li>Payment Status: Looking Up Employee Reimbursements in Concur [39]</li> <li>Payment Status: Troubleshooting Purchase Vouchers [40]</li> </ul>	The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
<b>Funds</b> <ul style="list-style-type: none"> <li>Payment Status: Looking Up Marketplace Invoices [37]</li> <li>Payment Status: Looking Up Employee Reimbursements in FIN [38]</li> <li>Payment Status: Looking Up Employee Reimbursements in Concur [39]</li> <li>Payment Status: Troubleshooting Purchase Vouchers [40]</li> </ul>	The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
<b>SEARCH ALL ARTICLES</b> [42]	The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
<b>Policies and Procedures</b> <ul style="list-style-type: none"> <li>Finance Procedural Statement [24]</li> <li>Employee Services Policies [44]</li> <li>CU Treasurer Policies [45]</li> </ul>	The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
<b>Groups audience:</b> <ul style="list-style-type: none"> <li>Finance Procedural Statement [24]</li> <li>Employee Services Policies [44]</li> <li>CU Treasurer Policies [45]</li> </ul>	The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
<b>Procurement Service Center</b>	The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
<b>Source URL:</b> <a href="https://www.cu.edu/psc/procedures">https://www.cu.edu/psc/procedures</a>	The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
<b>Sensitive Expenses</b> [25]	The University of Colorado Employee Services uses the consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
[1] <a href="https://www.cu.edu/psc/procedures">https://www.cu.edu/psc/procedures</a> [2] <a href="mailto:PSC@cu.edu">mailto:PSC@cu.edu</a> [3] <a href="https://www.cu.edu/psc-procedural-statement-advance-payment-suppliers">https://www.cu.edu/psc-procedural-statement-advance-payment-suppliers</a> [4] <a href="https://www.cu.edu/psc/procedures/after-fact-purchases">https://www.cu.edu/psc/procedures/after-fact-purchases</a> [5] <a href="https://www.cu.edu/psc/procedures/cash-advances">https://www.cu.edu/psc/procedures/cash-advances</a> [6] <a href="https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization">https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization</a> [7] <a href="https://www.cu.edu/psc/procurement-card-handbook">https://www.cu.edu/psc/procurement-card-handbook</a> [8] <a href="https://www.cu.edu/psc/procurement-rules">https://www.cu.edu/psc/procurement-rules</a> [9] <a href="https://www.cu.edu/psc/policies/psc-procedural-statement-student-payments">https://www.cu.edu/psc/policies/psc-procedural-statement-student-payments</a> [10] <a href="https://www.cu.edu/psc/policies/psc-procedural-statement-study-subject-payments">https://www.cu.edu/psc/policies/psc-procedural-statement-study-subject-payments</a> [11] <a href="https://www.cu.edu/psc-procedural-statement-travel">https://www.cu.edu/psc-procedural-statement-travel</a> [12] <a href="https://www.cu.edu/psc/travel/you-travel/travel-card">https://www.cu.edu/psc/travel/you-travel/travel-card</a> [13] <a href="https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization">https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization</a> [14] <a href="https://www.cu.edu/psc/psc-procedural-statement-wire-transfers">https://www.cu.edu/psc/psc-procedural-statement-wire-transfers</a> [15] <a href="mailto:FSS@cu.edu">mailto:FSS@cu.edu</a> [16] <a href="https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages">https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages</a> [17] <a href="https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense">https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense</a> [18] <a href="https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-complimentary">https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-complimentary</a>	

[19] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards> [20] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-official-functions> [21] <https://www.cu.edu/psc/how-buy-official-functions> [22] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-personal-technology> [23] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statements/finance-procedural-statement-petty-cash-change> [24] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and> [25] <https://www.cu.edu/controller/procedures/finance-procedural-statements/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-independent-contractor-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-business-cu/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>