Policies & Procedures [1]

Guidance on policies, procedures, and forms relevant to purchasing, 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 [26] for house-hunting trips/moving reimbursements (To pay a moving company directly, see How to Buy Moving Services [27])
- Scope of Work/Independent Contractor [28]

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

Links
[1] https://www.cu.edu/psc/procedures
[2] mailto:PSC@cu.edu
[5] https://www.cu.edu/psc/procedures/cash-advances
[16] mailto:FSS@cu.edu
[17] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages
[18] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense
[19] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-complimentary
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[25] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-sensitive-expenses
[26] https://www.cu.edu/employee-services/payroll/moving
[27] https://www.cu.edu/psc/procurement/commodities/how-buy-moving-services
[28] https://www.cu.edu/employee-services/collaborative-hr-services/cu-campus-scope-work-sow-independent-contractor