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]
- Student Payments [8]
- Study Subject Payments [9]
- Travel [10]
- Undocumented Reimbursement [12]
- W-9 & Vendor Authorization [13]
- Wire Transfers [14]

Finance Procedural Statements

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

*New email address soon! Use FinProHelp@cu.edu* [15] *until new email announced.*

- Alcoholic Beverages Purchased for University Events [16]
- Business Expense Reimbursement [17]
- Complimentary Tickets [18]
- Gift Cards [19]
- Official Functions [20]
- Personal Technology & Telecommunications [21]
- Petty Cash & Change Funds [22]
- Recognition & Training [23]
- Sensitive Expenses [24]

Employee Services Procedural Statements
Information on payroll or tax issues related to purchasing/paying for certain goods and services.

**For assistance, see the specific procedure.**

- **Moving procedures** [25] for house-hunting trips/moving reimbursements (To pay a moving company directly, see **How to Buy Moving Services** [26])
- **Scope of Work/Independent Contractor** [27]

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
[10] https://www.cu.edu/psc/psc-procedural-statement-travel
[15] mailto:FinProHelp@cu.edu
[16] 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-complimentary
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