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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 [1].***

- Advance Payment to Suppliers [2]
- After-the-Fact Purchases [3]
- Cash Advances [4]
- Payment Voucher/Authorization [5]
- Procurement Card Handbook [6]
- Procurement Rules [7]
- Student Payments [8]
- Study Subject Payments [9]
- Travel [10]
- Travel Card Handbook [11]
- 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.

***For assistance, contact FSS@cu.edu [15].***

- 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]

[28] [29]

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**Source URL:**https://www.cu.edu/node/301998/official-functions

**Links**
[1] mailto:PSC@cu.edu [2] https://www.cu.edu/psc/psc-procedural-statement-advance-payment-suppliers
[3] https://www.cu.edu/psc/procedures/after-fact-purchases [4] https://www.cu.edu/psc/procedures/cash-advances [5] https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization
[6] https://www.cu.edu/psc/procurement-card-handbook [7] https://www.cu.edu/psc/procurement-rules
[8] https://www.cu.edu/psc/policies/psc-procedural-statement-student-payments
[9] https://www.cu.edu/psc/policies/psc-procedural-statement-study-subject-payments
[10] https://www.cu.edu/psc/psc-procedural-statement-travel [11] https://www.cu.edu/psc/policies/psc-procedural-statement-travel-card-handbook [12] https://www.cu.edu/psc/policies/psc-procedural-statement-undocumented-reimbursement [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-procedural-statement-alcoholic-beverages
[17] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense [18] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-complimentary [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/controller/procedures/finance-procedural-statements/finance-procedural-statement-personal-technology
[22] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-petty-cash-change [23] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and
[24] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-sensitive-expenses [25] https://www.cu.edu/employee-services/payroll/moving
[26] https://www.cu.edu/psc/procurement/commodities/how-buy-moving-services
[27] https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/scope-work-sow-independent-contractor [28] https://www.cu.edu/print/psc/procedures
[29] https://www.cu.edu/printpdf/psc/procedures