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Forms [1]

- Procurement Service Center Forms
- Controller Forms
- Employee Services Forms

Form Name	Purpose	Last Updated	File Type
Advance Payment to Suppliers (ADV) [2]	Used to request that partial or full payment be issued to a supplier prior to the University receiving the designated goods or services. Refer to the PSC Procedural Statement Advance Payment to Suppliers [3] for more information.	11/29/2022	xls
Cash Advance Setup (CAS) [4]	Used, in accordance with the PSC Procedural Statement Cash Advances [5] , to set up an employee as eligible for cash advance processing in Concur. All Cash Advance Recipients as well as Cash Advance Approvers are required to complete the following online Percipio courses before a request will be processed: - Requesting Cash Advances for Travel [6] - Fiscal Code of Ethics [7] or, for University Officers, Fiscal Code of Ethics - Officers [8] - Travel and Travel Card Training [9]	01/15/2025	xls
Certifications Under a Federal Contract [10] (app L)	This form must be completed and signed by the **supplier**.	03/10/2023	pdf

Form Name	Purpose	Last Updated	File Type
Certifications Under a Federal Grant [11] (app M)	This form must be completed and signed by the **supplier**.	03/10/2023	pdf
Conflict of Interest Evaluation (COI) [12]	Used when a conflict of interest related to the purchase of goods or services is known or suspected. Completed by an individual at the level of department chair or above who is in a supervisory position to the individual whose conflict is being evaluated. Reference the Administrative Policy Statement (APS) Fiscal Code of Ethics [13] and the University of Colorado Procurement Rules [14].	02/12/2019	doc
CU Travel Itinerary Request [15]	Used to request a copy of the traveler's itinerary whether it was purchased in Concur or directly with a Christopherson Business Travel (CBT) agent. The requested itinerary will be emailed directly to the requestor.		Online Form
Delegate Authorization (DA) [16]	Used to add or delete **25 or more** individuals as delegates, or to add a delegate for all employees within an org unit, instead of adding individually in Concur. This form combines two forms in one with separate tabs along the bottom: one to add delegates and another to delete delegates. For processing **only a few delegates** , or for information on how to delete your own delegators within Concur, refer to the Step-by-Step Guide for Identifying Delegates [17] for more information.	12/22/2015	xlsx

Form Name	Purpose	Last Updated	File Type
Honorarium (HNR) [18]	Used to authorize payments of honoraria greater than $100 to associates/other individuals. (Payments of honoraria to CU employees must be processed in HCM.) Honoraria that do not exceed $100 do not require the HNR form but must comply with all applicable university policies. Reviewed by campus Human Resources office (or Employee Services, for international individuals) to determine whether payment should be made through the PSC or processed in HCM. **Note:** An honorarium is a token payment, or reward, made to an individual for a one-time service (e.g., a guest lecture) for which custom forbids a price to be set. To authorize payment of negotiated services to an independent contractor, use the Scope of Work (SOW) form instead of the HNR form. [19] Completed Honorarium (HNR) forms should be attached to a Payment Voucher for payment in CU Marketplace. Refer to the International Payments: Required Documentation [20] matrix for additional information on paying honoraria to international visitors.	07/09/2015	xlsx

Form Name	Purpose	Last Updated	File Type
Non-Employee Reimbursement-International (NRI) [21]	Used to reimburse travel/other expenses incurred by non-employees, or to refund money paid to the University of Colorado by non-employees, when the payments are (1) to non-U.S. persons, or (2) to non-U.S. addresses. **Note:** To reimburse or refund non-employees who are U.S. persons with a U.S. address, use the Non-Employee Expenses report in Concur. To reimburse Independent Contractors operating under Scope of Work (SOW) procedures [22], the contractor must submit an invoices for the expenses, and the invoice must be processed under the Payment Voucher or Purchase Order associated with the SOW. Used to submit the designated payment requests; a purchase order or other commitment voucher is not applicable in these instances. All travel reimbursements for non-employees must comply with the PSC Procedural Statement for Travel [23]. For more information on reimbursements and refunds, please visit the Non-Purchase Order Payments page [24]. Completed Non-Employee Reimbursement - International (NRI) forms should be submitted to APInvoice@cu.edu [25] for processing.	07/01/2026	xlsx

Form Name	Purpose	Last Updated	File Type
Payment Authorization (PA) [26]	Used in accordance with the PSC Procedural Statement Payment Voucher/Authorization [27] to submit designated payment requests; a purchase order or other commitment voucher is not applicable in these instances: - Cash Awards (non-employees/non-employee CU students only) - Fund 80 disbursements (true pass-through monies, not allowable for CU Medicine - formerly known as UPI - Fund 80) - Participant Stipends (non-employees/non-employee CU students only) - Payroll-related disbursements (used only by ES and OUC-PBA) - Petty Cash establishment/replenishment - Sponsor refunds (used only by sponsored project/controller's offices) - Tech Transfer Office payments (used only by TTO) Completed Payment Authorization (PA) forms should be submitted to APInvoice@cu.edu [25] for processing.	03/22/2021	xlsx

Form Name	Purpose	Last Updated	File Type
Payment Reporting [28]	Used to report payments to non-employees that are subject to 1099 reporting and that were not processed through the PSC. This includes: - Payments made via petty card, gift cards, or through employee cash advance in accordance with the PSC Procedural Statement Study Subject Payments - Payments processed through Risk Management for medical and health care payments or attorney's proceeds in accordance with Risk Management procedures - Any other cash, cash-like or non-cash payment subject to 1099 reporting in accordance with the Finance Procedural Statement Recognition and Training. This form must be submitted no later than January 5 for distributions made in the previous calendar year.	01/01/2026	xlsx
Request to Reassign Airfare Charges [29]	Used to reassign airfare charges that were assigned to the incorrect traveler or travel arranger in Concur. Do not submit this form to reassign charges for an inactive employee. Instead, email PSC@cu.edu [30] to request the appropriate delegate privileges needed to reconcile the outstanding transaction.		Webfo
Sole Source Justification (SSJ) [31]	Required for **every purchase over $50,000** *unless* the purchase is made from an existing contract, the supplier is specifically named in a grant award, or the purchase has been competitively solicited.	10/17/2024	docx

Form Name	Purpose	Last Updated	File Type
Solicitation Information Form [32]	Used to help initiate a competitive solicitation for goods and/or services valued at **over $150,000**, or that you would like for the PSC to competitively procure. When complete, submit the form to the assigned Purchasing Agent.	10/08/2024	docx
Source Selection and Price Reasonableness (SSPR) [33]	Must be completed by the requesting department for **purchases between or equal to $50,000 and $250,000** for all purchases subject to CU's Procurement Rules [14], unless the purchase is listed as an **Exception to the Process**. The purpose of this form is to document the appropriateness of source selection and price reasonableness. Once completed, the form must be submitted with the Requisition as an **Internal Attachment** in Marketplace.	09/24/2026	pdf
SPO/BPO Invoice Allocation (SPO/BPO) [34]	Used to allocate default SPO and BPO accounting information (SpeedType and/or Account, and/or Report Line Comment) on an individual SPO or BPO invoice. **Note**: To do this, the SPO or BPO can only have one accounting distribution. If the SPO or BPO has multiple distributions, the invoice cannot be changed, and you cannot use this form.	10/17/2024	xls

Form Name	Purpose	Last Updated	File Type
Study Subject Payment (SSP) [35]	Used to authorize study subject payments, in accordance with PSC Procedural Statement Study Subject Payments [36]. SSP payments must comply with the PSC Procedural Statement: Study Subject Payments [36]. **Payee & Organizational Unit Information**: In all cases, payment will be issued directly to the individual study subject. However, the individual's name will not appear on financial reports. Instead, study payments will appear on reports as being paid simply to “Study Subjects." The PSC will maintain the necessary 1099 reporting capability. Unique identifier information can be entered in the journal line description field for reconciliation to department records. Caution: Do not enter any personal identifying information in the description if the study is confidential. Completed Study Subject Payment (SSP) forms should be submitted to APInvoice@cu.edu [25] for processing.	06/24/2021	xls
Supplier Show Approval [37]	All Supplier Shows sponsored by University of Colorado departments, and in which two or more departments participate, must have prior approval from the University’s Associate Vice President / Chief Procurement Officer (AVP/CPO).	03/07/2025	pdf

Form Name	Purpose	Last Updated	File Type
Travel Arranger (TA) [38]	Used to add or delete **25 or more** individuals as travel arrangers, or to add a travel arranger for all employees within an org unit, instead of adding individually in Concur. This form combines two forms in one with separate tabs along the bottom: one to add travel arrangers and another to delete travel arrangers. For processing **only a few** travel arrangers, or for information on how to delete your own travel arrangers within Concur, refer to the Step-by-Step Guide for Identifying Travel Arrangers [39] for more information.	01/01/2020	xlsx
Violation Notification (VN) [40]	Used to document and report a transaction in violation of Procurement Card policies as described in the Procurement Card Handbook [41]. Violations may result in card revocation.	07/01/2014	xlsx

Form Name	Purpose	File Type	File Type
Official Functions (OF) [45]	Used to request issuance of a warrant (i.e., check) for an official function or the payee name and payment amount remain the same. - To cancel a check (i.e., warrant) - To request reissue of the payment when - To request reissue when the payment requires a new address only (provide the new address on the WA) **Note**: To request reissue when the payee name changes from the original check, submit a WA to cancel the original payment and	Review the Finance Procedural Statement: Offical Function (OF) [46] prior to using this form. The form is required when: 1. alcoholic beverages are purchased (in any dollar amount) for an official function or CO-hosted conference, or 2. for an official function, the total cost of food/beverage exceeds $500, or 3. for an official function, the per-person cost of food/beverage exceeds $125, pre-tax, tip, and fees.	xlsx	
Warrant Recognition Program (WA) [42]	Used to document details and approvals for a recognition program. Refer to the Finance Procedural Statement: Recognition and Training [48] for more information.	09/19/2025	xlsx
Authorization (RPA) [47]		xlsx	
Gift Card Authorization Request (GC) [49]	**Stale-Dated Checks**: PSC checks will stale date after 120 days if they have gone uncashed by the payee. The PSC actively works with departments/payees to prevent payments from stale-dating. A WA is required if a stale-dated payment needs to be cancelled without reissue, or to update an address and reissue the payment.	Used to request the establishment or modification of a gift card program, and to accept custody of that program. Review the Finance Procedural Statement: Gift Cards [50] for additional information.	xlsx
Recognition Reporting (RR) [51]		Used to report cash-like (e.g., gift cards) and non-cash awards, rewards, prizes, or other distributions. Refer to the Finance Procedural Statement: Recognition and Training [48] for more information.	xlsx
Petty Cash/Change Fund Request (PCCF) [52]		Used to request the establishment or modification of a petty cash fund or change fund, and to accept custody of that fund.	xlsx
Wire Payment Request (WPR) [43]	Used to request a wire transfer for payment to an international supplier in the amount of $100 or more. This form must be filled out by the requesting organizational unit and **submitted with the invoice**. For more information, please refer to the PSC Procedural Statement Wire Transfers [44].		04/01/2026 xlsx
Cash Receipt (CR) [53]		Used to deposit cash (paper/coin currency, checks, credit card checks, traveler's checks, money orders, credit/debit card receipts, wire transfers) into an appropriate SpeedType.	xlsx

Form Name	Purpose	File Type
W-9 (Signed by CU)	Used to provide to entities who pay you for services from CU	pdf
Hire An Independent Contractor (Scope of Work)	Used to determine if someone can be classified as an independent contractor by the University. To Email W-9 form Security. This is a unique code based on the nature of the relationship between the service provider and the university. **Note:** Before ANY work takes place, a Scope of Work/Independent Contractor form must be completed and approved by Employee Services for all service providers who operate under a Social Security number.	via Campus Portal

Resources

- Non-Purchase Order Payments [24]
- Appointee (International) Payments Guidance [55]
- International Accounts Payable (AP) Payment Matrix [56]
- Payment Methods [57]
- Tax-Exempt Information [57]

Related Articles [19]

- Concur Expense: Creating a Non-Employee Expense Report [58]
- Concur Request: Applying for a Procurement Card [59]
- Concur Request: Applying for a Travel Card [60]
- Payment Status: Looking up Marketplace Invoices [61]
- Payment Status: Looking Up Employee Reimbursements in FIN [62]
- Payment Status: Looking Up Employee Reimbursements in Concur [63]
- Payment Status: Troubleshooting In-Process Vouchers [64]
- Payment Status: Looking Up Payment Authorizations (PAs) and Non-Employee Reimbursements-International (NRIs) in FIN [65]

SEARCH ALL ARTICLES [66]

Policies and Procedures

- PSC Procedural Statement: Cash Advances [5]
- PSC Procedural Statement: Payment Voucher / Authorization [27]
- PSC Procedural Statement for Wire Transfers [44]
- PSC Procedural Statement for Advance Payment to Suppliers [3]
- PSC Procedural for W-9 & Vendor Authorization [67]
- PSC Procedural Statement: Travel [68]
- PSC Procedural Statement: Study Subject Payments [36]

VIEW ALL PROCEDURES [69]

Groups audience:
Procurement Service Center

Source URL:https://www.cu.edu/psc/psc-forms

Links
[1] https://www.cu.edu/psc/psc-forms [2] https://www.cu.edu/doc/form-adv-11292022-clarified-controller-sig-campus-1xlsx?download=true [3] https://www.cu.edu/psc/psc-procedural-statement-advance-payment-suppliers [4] https://www.cu.edu/doc/cash-advance2025-new-training-course-reqxlsx
[5] https://www.cu.edu/psc/procedures/cash-advances [6] https://share.percipio.com/cd/e7Jwxtif1
[7] https://share.percipio.com/cd/4_D7QPNJh [8] https://share.percipio.com/cd/HoJMEZOMt
[9] https://share.percipio.com/cd/_P4Jlkvv3 [10] https://www.cu.edu/doc/app-l-certifications-under-federal-contractpdf [11] https://www.cu.edu/doc/app-m-certifications-under-federal-grantpdf
[12] https://www.cu.edu/doc/form-coi-021219-change-coi-link-fcoe-proc-rulesdocx?download=true
[13] https://www.cu.edu/ope/aps/4016 [14] https://www.cu.edu/psc/procurement-rules
[15] https://app.smartsheet.com/b/form/623e35c75bc84e16adcb2c813f5e2132

[16] https://www.cu.edu/doc/form-da122215.xlsx?download=true [17] https://pschelp.cu.edu/s/article/Concur-Expense-Identifying-Delegates-in-Concur [18] https://www.cu.edu/doc/copy-form-hnr-070915.xlsx?download=true [19] https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/hire-independent-contractor-scope-work [20] https://www.cu.edu/docs/international-ap-payments [21] https://www.cu.edu/doc/non-employee-reimbursement-internationalnrixlsx [22] https://www.cu.edu/psc/collaborative-hr-services/cu-campuses/scope-work-sow/employee-services-procedural-statement [23] https://www.cu.edu/psc/psc-procedural-statement-travel [24] https://www.cu.edu/psc/paying/non-purchase-order-payments [25] mailto:APInvoice@cu.edu [26] https://www.cu.edu/doc/form-pa-032221-restore-sponsor-refundsxlsx-1?download=true [27] https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization [28] https://www.cu.edu/doc/payment-reporting2026xlsx [29] https://www.cu.edu/psc/forms/request-reassign-airfare-charges [30] mailto:PSC@cu.edu?subject=Request%20to%20Reassign%20Airfare%20Charges [31] https://www.cu.edu/doc/sole-source-justification-form-101824docx-1 [32] https://www.cu.edu/doc/solicitation-information-formdocxdocx?download=true [33] https://www.cu.edu/doc/source-selection-and-price-reasonablenesspdf [34] https://www.cu.edu/doc/form-spobpo-allocation-form-101724xlsx-1?download=true [35] https://www.cu.edu/doc/form-ssp-062421-comments-fieldxlsx?download=true [36] https://www.cu.edu/psc/policies/psc-procedural-statement-study-subject-payments [37] https://www.cu.edu/doc/supplier-show-approval-form2025pdf [38] https://www.cu.edu/doc/form-ta-010120xlsx-1?download=true [39] https://pschelp.cu.edu/s/article/Concur-Travel-Identifying-Travel-Arrangers [40] https://www.cu.edu/doc/violation-notification.xlsx?download=true [41] https://www.cu.edu/psc/procurement-card-handbook [42] https://www.cu.edu/doc/919-update-form-wa-01062020-unlocked-signatuxlsx [43] https://www.cu.edu/doc/wpr-audit-updates-finalxlsx [44] https://www.cu.edu/psc/psc-procedural-statement-wire-transfers [45] https://www.cu.edu/controller/forms/official-function [46] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-official-functions [47] https://www.cu.edu/controller/forms/recognition-program-authorization-rpa [48] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and [49] https://www.cu.edu/controller/forms/gift-card-authorization-request-gc [50] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards [51] https://www.cu.edu/controller/forms/recognition-reporting-rr [52] https://www.cu.edu/controller/forms/petty-cashchange-fund-request-pccf [53] https://www.cu.edu/controller/forms/cash-receipt [54] https://www.cu.edu/controller/forms/w-9-signed-cu [55] https://www.cu.edu/docs/ap-travel-international-payments-guidance [56] https://www.cu.edu/psc/doing-business-cu/payments [57] https://www.cu.edu/controller/tax/tax-exempt-information [58] https://pschelp.cu.edu/s/article/Concur-Expense-Creating-a-Non-Employee-Expense-Report [59] https://pschelp.cu.edu/s/article/Concur-Request-Applying-for-a-Procurement-Card [60] https://pschelp.cu.edu/s/article/Concur-Request-Applying-for-a-Travel-Card [61] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Marketplace-Invoices [62] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Employee-Reimbursements-in-FIN [63] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Employee-Reimbursements-in-Concur [64] https://pschelp.cu.edu/s/article/Payment-Status-Troubleshooting-In-Process-Vouchers [65] https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-PAs-and-NRIs-in-FIN [66] https://pschelp.cu.edu/s/ [67] https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization [68] https://www.cu.edu/psc-procedural-statement-travel [69] https://www.cu.edu/psc/procedures