

Policies & Procedures ^[1]

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 ^[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

services.

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> [3] <https://www.cu.edu/psc/psc-procedural-statement-advance-payment-suppliers> [4] <https://www.cu.edu/psc/procedures/after-fact-purchases> [5] <https://www.cu.edu/psc/procedures/cash-advances> [6] <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization> [7] <https://www.cu.edu/psc/procurement-card-handbook> [8] <https://www.cu.edu/psc/procurement-rules> [9] <https://www.cu.edu/psc/policies/psc-procedural-statement-student-payments> [10] <https://www.cu.edu/psc/policies/psc-procedural-statement-study-subject-payments> [11] <https://www.cu.edu/psc/psc-procedural-statement-travel> [12] <https://www.cu.edu/psc/travel/you-travel/travel-card> [13] <https://www.cu.edu/psc/policies/psc-procedural-statement-undocumented-reimbursement> [14] <https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization> [15] <https://www.cu.edu/psc/psc-procedural-statement-wire-transfers> [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> [20] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards> [21] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-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-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/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-campuses/scope-work-sow-independent-contractor>