

## **Policies and Procedures** <sup>[1]</sup>

- [PSC Policies and Procedures](#)
- [Controller Policies and Procedures](#)
- [Employee Services Policies and Procedures](#)

**PSC Procedural Statements:** Guidance on policies and procedures relevant to procurement, payables, and travel. For assistance, contact [PSC@cu.edu](mailto:PSC@cu.edu) <sup>[2]</sup>.

<b>Policy or Procedure Name</b>	<b>Purpose</b>	<b>Effective Date</b>
<b>Advance Payment to Suppliers (ADV)</b> <sup>[3]</sup>	This PSC Procedural Statement sets forth university requirements regarding the issuing of advance payments to suppliers and regarding the use of the Advance Payment to suppliers form.	07/01/201
<b>After-the-Fact Purchases</b> <sup>[4]</sup>	An After-the-Fact (ATF) purchase occurs when an organizational unit makes a commitment over \$10,000 before the Procurement Service Center (PSC) issues a purchase order. This PSC Procedural Statement sets forth university requirements for the identification, notification, and processing of After-the-Fact purchases.	07/01/201
<b>Cash Advances</b> <sup>[5]</sup>	This PSC Procedural Statement sets forth the rules and requirements under which employees may obtain cash advances to support university travel.	01/15/202
<b>Payment Voucher/Authorization</b> <sup>[6]</sup>	This Procedural Statement outlines when a commitment voucher is not required in order to process an invoice. In these situations, the payment request may be submitted directly with the designated form.	05/01/202

<b>Policy or Procedure Name</b>	<b>Purpose</b>	<b>Effective Date</b>
<b>Procurement Card Handbook</b> <sup>[7]</sup>	The Procurement Card Handbook provides information on the appropriate use and management of university-issued Procurement Cards. Guidance on allowable card uses, roles and responsibilities, and other program details can be found in the Procurement Card Handbook.	Effective 07/01/200 amended 07/01/201
<b>Procurement Rules</b> <sup>[8]</sup>	Under these Rules, the Procurement Department is the final authority at the university for the selection of suppliers and the sole authority for the commitment of university funds with respect to the Procurement of Goods and Services.	Effective 07/01/200 amended 01/01/202
<b>Student Payments</b> <sup>[9]</sup>	This procedural statement clarifies when payments to University of Colorado student sare processed: through the Procurement Service Center (PSC), Employee Services (ES), or the campus Office of Financial Aid (OFA), and when such payments are reported as taxable income or as financial aid.	01/01/201
<b>Study Subject Payments</b> <sup>[10]</sup>	This PSC Procedural Statement (PPS) sets forth university requirements for processing study subject payments.	05/04/201
<b>Travel</b> <sup>[11]</sup>	This PSC Procedural Statement (PPS) sets forth requirements for authorizing university travel, determining travel expenses that can be covered by the university, and accomplishing the reconciliation and reimbursement process.	01/01/202
<b>Travel Card Handbook</b> <sup>[12]</sup>	The Travel Card is designed to facilitate payment of university travel-related expenses. Individual cardholders can use their card to pay for most of their university travel-related expenses, as well as for certain travel expenses for guests/non-employees.	

Policy or Procedure Name	Purpose	Effective Date
Finance Procedural Statements [15]	Purpose: Guidance on determining allowability of certain expenses and recording/reporting them. For assistance, contact FSS@cu.edu [15].	
Policy or Procedure Name	Purpose	22/202
	This PSC Procedural Statement sets forth	
Alcoholic Beverages Purchased for University Events [14] [16]	<p>The Administrative Policy Statement (APS) – Alcoholic Beverages Purchased for University Events sets forth the parameters for using this Procurement Service Center (PSC) Procedural Statement sets forth requirements to process a wire transfer payment when payment for personal consumption at university events. Such purchases must comply with the APS, with all applicable procurement rules, and with the and/or in a non-U.S. currency.</p> <p>requirements of this procedural statement.</p>	03/31/202
Business Expense Substantiation and Tax Implications [17]	Under the University’s accountable plan for commercial credit card use, cash advance, and employee reimbursement, employees are required to substantiate the business purpose of the expense, provide any required receipts/other documentation, and reimburse the University (if appropriate) within specified timeframes.	
Complimentary Tickets [18]	This Procedural Statement sets forth university requirements for reporting such complimentary tickets and related expenses for employees and non-employees.	
Gift Cards [19]	This Procedural Statement sets forth requirements for the authorization of gift card use.	
Official Functions [20]	This procedural statement sets forth university requirements for use of the Official Function form when food/beverage is purchased for an official function, or when alcohol is purchased for an official function or CU-hosted conference. For information on how to purchase food, beverage, catered services, meeting facilities, and other items related to official functions, see the How to Buy Official Functions [21] purchasing instructions.	

Policy or Procedure Name	Purpose
Employee Services Procedural Statement	Information on payroll or tax issues related to purchasing/paying for certain goods and services. For assistance, see the specific procedure. This Procedural Statement sets forth the rules
Policy or Procedure Name	Purpose
<b>Resources</b> <ul style="list-style-type: none"> <li>Non-Purchase Order Payments [33]</li> <li>Personal Technology and International Accounts (To pay a moving company directly, see Payment Methods [34])</li> <li>Telecommunication Moving Services [35]</li> <li>Tax-Exempt Information [34]</li> </ul>	All employees and non-employees (including affiliates, search staff, and other employees or individuals) in support of official university activities. This procedure is intended to provide reasonable assurance that such usage and expenditures are based upon consistently-applied and cost-effective practices, and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures.
<b>Related Articles</b> <b>Hire an Independent Contractor</b> <ul style="list-style-type: none"> <li>Concur Expense: Creating a New Expense Report Request: Applying for a Concur Expense Report (Scope of Work) [36]</li> </ul>	The University of Colorado Employee Services uses the scope of work form to determine if someone can be classified as an independent contractor. This determination is based on the nature of the relationship between the service provider and the university. As of March 11, 2024, the Department sets forth the guidelines
<b>Petty Cash and Change Funds</b> <ul style="list-style-type: none"> <li>Payment Status: Looking Up Employee Reimbursements in FIN [37]</li> <li>Payment Status: Looking Up Employee Reimbursements in Concur [39]</li> <li>Payment Status: Troubleshooting Concur Vouchers [40]</li> </ul>	This Procedural Statement sets forth the guidelines for the use of such funds (Petty Cash Funds and Non-Employee Reimbursements-International (NRIs) in FIN [41])
<ul style="list-style-type: none"> <li>Payment Status: Looking Up Employee Reimbursements-International (NRIs) in FIN [41]</li> </ul> <b>SEARCH ALL ARTICLES</b> [42]	This Procedural Statement (a) sets forth university rules and requirements for using university funds to pay for recognition and training for employees, associates, and other individuals (including students); and, (b) is designed to provide reasonable assurance that recognition awards, rewards, and prizes distributed by the University are properly captured and subject to appropriate tax reporting.
<b>Policies and Procedures</b> <b>Recognition and Training</b> [24] <ul style="list-style-type: none"> <li>Finance Procedural Statements [24]</li> <li>Employee Services Policies [24]</li> <li>CU Treasurer Policies [45]</li> </ul>	The matrix on this site outlines the allowability of certain sensitive expenses. Conditions listed for an item are in addition to meeting all tests of
<b>Sensitive Expenses</b> [25] <ul style="list-style-type: none"> <li>[1] <a href="https://www.cu.edu/psc/procedures">https://www.cu.edu/psc/procedures</a></li> <li>[2] <a href="mailto:PSC@cu.edu">mailto:PSC@cu.edu</a></li> <li>[3] <a href="https://www.cu.edu/psc/psc-procedural-statement-advance-payment-suppliers">https://www.cu.edu/psc/psc-procedural-statement-advance-payment-suppliers</a></li> <li>[4] <a href="https://www.cu.edu/psc/procedures/after-fact-purchases">https://www.cu.edu/psc/procedures/after-fact-purchases</a></li> <li>[5] <a href="https://www.cu.edu/psc/procedures/cash-advances">https://www.cu.edu/psc/procedures/cash-advances</a></li> <li>[6] <a href="https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization">https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization</a></li> <li>[7] <a href="https://www.cu.edu/psc/procurement-card-handbook">https://www.cu.edu/psc/procurement-card-handbook</a></li> <li>[8] <a href="https://www.cu.edu/psc/procurement-rules">https://www.cu.edu/psc/procurement-rules</a></li> <li>[9] <a href="https://www.cu.edu/psc/policies/psc-procedural-statement-student-payments">https://www.cu.edu/psc/policies/psc-procedural-statement-student-payments</a></li> <li>[10] <a href="https://www.cu.edu/psc/policies/psc-procedural-statement-study-subject-payments">https://www.cu.edu/psc/policies/psc-procedural-statement-study-subject-payments</a></li> <li>[11] <a href="https://www.cu.edu/psc-procedural-statement-travel">https://www.cu.edu/psc-procedural-statement-travel</a></li> <li>[12] <a href="https://www.cu.edu/psc/travel/you-travel/travel-card">https://www.cu.edu/psc/travel/you-travel/travel-card</a></li> <li>[13] <a href="https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization">https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization</a></li> <li>[14] <a href="https://www.cu.edu/psc/psc-procedural-statement-wire-transfers">https://www.cu.edu/psc/psc-procedural-statement-wire-transfers</a></li> <li>[15] <a href="mailto:FSS@cu.edu">mailto:FSS@cu.edu</a></li> <li>[16] <a href="https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages">https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages</a></li> <li>[17] <a href="https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense">https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense</a></li> <li>[18] <a href="https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-complimentary">https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-complimentary</a></li> </ul>	<b>Propriety of Expenses</b> [26]

[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/psc/how-buy-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/ope/aps/4015> [27] <https://www.cu.edu/employee-services/payroll/moving> [28] <https://www.cu.edu/psc/procurement/commodities/how-buy-moving-services> [29] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/hire-independent-contractor-scope-work> [30] <https://www.cu.edu/psc/paying/non-purchase-order-payments> [31] <https://www.cu.edu/docs/ap-travel-international-payments-guidance> [32] <https://www.cu.edu/docs/international-ap-payments> [33] <https://www.cu.edu/psc/doing-business-cu/payments> [34] <https://www.cu.edu/controller/tax/tax-exempt-information> [35] <https://pschelp.cu.edu/s/article/Concur-Expense-Creating-a-Non-Employee-Expense-Report> [36] <https://pschelp.cu.edu/s/article/Concur-Request-Applying-for-a-Procurement-Card> [37] <https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Marketplace-Invoices> [38] <https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Employee-Reimbursements-in-FIN> [39] <https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Employee-Reimbursements-in-Concur> [40] <https://pschelp.cu.edu/s/article/Payment-Status-Troubleshooting-In-Process-Vouchers> [41] <https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-PAs-and-NRIs-in-FIN> [42] <https://pschelp.cu.edu/s/> [43] <https://www.cu.edu/controller/procedures/finance-procedural-statements> [44] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/policies> [45] <https://www.cu.edu/treasurer/policies>