

## Forms <sup>[1]</sup>

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

Form Name	Purpose	Last Updated	File Type
<b>Advance Payment to Suppliers (ADV)</b> <sup>[2]</sup>	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 <sup>[3]</sup> for more information.	11/29/2022	xls
<b>Cash Advance Setup (CAS)</b> <sup>[4]</sup>	Used, in accordance with the PSC Procedural Statement Cash Advances <sup>[5]</sup> , 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 <sup>[6]</sup> - Fiscal Code of Ethics <sup>[7]</sup> or, for University Officers, Fiscal Code of Ethics - Officers <sup>[8]</sup> - Travel and Travel Card Training <sup>[9]</sup>	01/15/2025	xls
<b>Certifications Under a Federal Contract</b> <sup>[10]</sup> (app L)	This form must be completed and signed by the <b>supplier</b> .	03/10/2023	pdf

Form Name	Purpose	Last Updated	File Type
<b>Certifications Under a Federal Grant</b> <sup>[11]</sup> (app M)	This form must be completed and signed by the <b>supplier</b> .	03/10/2023	pdf
<b>Conflict of Interest Evaluation (COI)</b> <sup>[12]</sup>	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 <sup>[13]</sup> and the University of Colorado Procurement Rules <sup>[14]</sup> .	02/12/2019	doc
<b>Delegate Authorization (DA)</b> <sup>[15]</sup>	Used to add or delete <b>25 or more</b> 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 <b>only a few delegates</b> , or for information on how to delete your own delegators within Concur, refer to the Step-by-Step Guide for Identifying Delegates <sup>[16]</sup> for more information.	12/22/2015	xlsx

Form Name	Purpose	Last Updated	File Type
<p><b>Honorarium (HNR)</b> <sup>[17]</sup></p>	<p>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.</p> <p><b>Note:</b> 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 <b>Scope of Work (SOW)</b> form instead of the HNR form.</p> <p><sup>[18]</sup></p> <p>Refer to the <b>International Payments: Required Documentation</b> <sup>[19]</sup> matrix for additional information on paying honoraria to international visitors.</p>	<p>07/09/2015</p>	<p>xlsx</p>

Form Name	Purpose	Last Updated	File Type
<p><b>Non-Employee Reimbursement-International (NRI)</b> <sup>[20]</sup></p>	<p>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.</p> <p><b>Note:</b> 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 <b>Scope of Work (SOW)</b> procedures <sup>[21]</sup>, 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.</p> <p>Used to submit the designated payment requests; a purchase order or other commitment voucher is not applicable in these instances.</p> <p>All travel reimbursements for non-employees must comply with the <b>PSC Procedural Statement for Travel</b> <sup>[22]</sup>. For more information on reimbursements and refunds, please visit the <b>Non-Purchase Order Payments page</b> <sup>[23]</sup>.</p>	<p>01/01/2025</p>	<p>xlsx</p>

Form Name	Purpose	Last Updated	File Type
<b>Payment Authorization (PA)</b> <sup>[24]</sup>	<p>Used in accordance with the PSC Procedural Statement Payment Voucher/Authorization <sup>[25]</sup> to submit designated payment requests; a purchase order or other commitment voucher is not applicable in these instances:</p> <ul style="list-style-type: none"> <li>- Cash Awards (non-employees/non-employee CU students only)</li> <li>- Fund 80 disbursements (true pass-through monies, not allowable for CU Medicine - formerly known as UPI - Fund 80)</li> <li>- Participant Stipends (non-employees/non-employee CU students only)</li> <li>- Payroll-related disbursements (used only by ES and OUC-PBA)</li> <li>- Petty Cash establishment/replenishment</li> <li>- Sponsor refunds (used only by sponsored project/controller's offices)</li> <li>- Tech Transfer Office payments (used only by TTO)</li> </ul>	03/22/2021	xlsx
<b>Request for Proposal Information from Department (RFP)</b> <sup>[26]</sup>	<p>Used by departments to assist in the drafting of a Request for Proposal (RFP).</p>	01/01/2012	docx
<b>Sole Source Justification (SSJ)</b> <sup>[27]</sup>	<p>Required for <b>every purchase over \$50,000</b> <i>unless</i> the purchase is made from an existing contract, the supplier is specifically named in a grant award, or the purchase has been competitively solicited.</p>	10/17/2024	docx
<b>Solicitation Information Form</b> <sup>[28]</sup>	<p>Used to help initiate a competitive solicitation for goods and/or services valued at <b>over \$150,000</b>, or that you would like for the PSC to competitively procure.</p>	10/08/2024	docx

Form Name	Purpose	Last Updated	File Type
<b>Source Selection and Price Reasonableness (SSPR)</b> <sup>[29]</sup>	<p>Must be completed by the requesting department for <b>purchases between or equal to \$50,000 and \$150,000</b> for all purchases subject to CU's Procurement Rules <sup>[14]</sup>, unless the purchase is listed as an <b>Exception to the Process</b>. 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 <b>Internal Attachment</b> in Marketplace.</p>	05/01/2024	pdf
<b>SPO/BPO Invoice Allocation (SPO/BPO)</b> <sup>[30]</sup>	<p>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.</p> <p><b>Note:</b> 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.</p>	12/01/2013	xls

Form Name	Purpose	Last Updated	File Type
<b>Study Subject Payment (SSP)</b> <small>[31]</small>	<p>Used to authorize study subject payments, in accordance with PSC Procedural Statement Study Subject Payments <small>[32]</small>.</p> <p>SSP payments must comply with the PSC Procedural Statement: Study Subject Payments <small>[32]</small>. <b>Payee &amp; Organizational Unit Information:</b> 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.</p>	06/24/2021	xls
<b>Supplier Show Approval</b> <small>[33]</small>	<p>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).</p>	03/07/2025	pdf

Form Name	Purpose	Last Updated	File Type
<b>Travel Arranger (TA)</b> <sup>[34]</sup>	<p>Used to add or delete <b>25 or more</b> 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.</p> <p>For processing <b>only a few</b> travel arrangers, or for information on how to delete your own travel arrangers within Concur, refer to the <a href="#">Step-by-Step Guide for Identifying Travel Arrangers</a> <sup>[35]</sup> for more information.</p>	01/01/2020	xlsx
<b>Violation Notification (VN)</b> <sup>[36]</sup>	<p>Used to document and report a transaction in violation of Procurement Card policies as described in the <a href="#">Procurement Card Handbook</a> <sup>[37]</sup>. Violations may result in card revocation.</p>	07/01/2014	xlsx



Form Name	Purpose	File Type	File Type
<b>Resources</b>	Used to determine if someone can be	Type	Type
<ul style="list-style-type: none"> <li>Non-Purchase Order Payments <sup>[23]</sup></li> <li>AP Travel (International) Payments Guidance <sup>[49]</sup></li> <li>International Accounts Payable (A/P) Determination Worksheet</li> </ul>	<p>Use of the Financial Independence Statement: The Office of the Controller (OC) of CU employees using this form to determine if someone can be used to cancel a check (i.e. warrant) to request reissue of the payment when the payee name and payment amount remain the same.</p> <p>Note: Be careful to take the total cost of the purchase over the period of the purchase.</p> <ul style="list-style-type: none"> <li>Concur Expense: Requesting Non-Employee Expenses (provide the request to the Controller and approved by the Employee Services Manager)</li> <li>Concur Request: Applying for a Procurement Card <sup>[53]</sup></li> <li>Concur Request: Applying for a Travel Card <sup>[54]</sup></li> <li>Payment Status: Looking Up Employee Reimbursements in FIN <sup>[56]</sup></li> </ul>	Canvas Portal	
<b>Warrant</b>	Requesting Non-Employee Expenses (provide the request to the Controller and approved by the Employee Services Manager)		
<b>Requesting Program</b>	Requesting Non-Employee Expenses (provide the request to the Controller and approved by the Employee Services Manager)	01/06/2020	xlsx
<b>Authorization (RPA)</b>	Requesting Non-Employee Expenses (provide the request to the Controller and approved by the Employee Services Manager)		xlsx
<b>Gift Card Authorization</b>	Requesting Non-Employee Expenses (provide the request to the Controller and approved by the Employee Services Manager)		xlsx
<b>Request (GCAR)</b>	Requesting Non-Employee Expenses (provide the request to the Controller and approved by the Employee Services Manager)		xlsx
<b>Recognition Reporting (RR)</b>	Requesting Non-Employee Expenses (provide the request to the Controller and approved by the Employee Services Manager)		xlsx
<b>Wire Payment Request (WPR)</b>	Requesting Non-Employee Expenses (provide the request to the Controller and approved by the Employee Services Manager)		xlsx
<b>Links</b>	Requesting Non-Employee Expenses (provide the request to the Controller and approved by the Employee Services Manager)		

[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/ed/e7Jwxtif1> [7] [https://share.percipio.com/cd/4\\_D7QPNJh](https://share.percipio.com/cd/4_D7QPNJh) [8] <https://share.percipio.com/cd/HoJMEZOMt> [9] [https://share.percipio.com/cd/\\_P4Jlkvv3](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://www.cu.edu/doc/form-da122215.xlsx?download=true>

[16] <https://pschelp.cu.edu/s/article/Concur-Expense-Identifying-Delegates-in-Concur>  
[17] <https://www.cu.edu/doc/copy-form-hnr-070915.xlsx?download=true> [18] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/hire-independent-contractor-scope-work> [19] <https://www.cu.edu/docs/international-ap-payments>  
[20] <https://www.cu.edu/doc/form-nri-010124-mileage-rate-effective-jan-1.xlsx?download=true>  
[21] <https://www.cu.edu/psc/collaborative-hr-services/cu-campuses/scope-work-sow/employee-services-procedural-statement> [22] <https://www.cu.edu/psc/psc-procedural-statement-travel>  
[23] <https://www.cu.edu/psc/paying/non-purchase-order-payments> [24] <https://www.cu.edu/doc/form-pa-032221-restore-sponsor-refundxlsx-1?download=true> [25] <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization> [26] <https://www.cu.edu/doc/rfp.docx?download=true>  
[27] <https://www.cu.edu/doc/sole-source-justification-form-101824docx-1>  
[28] <https://www.cu.edu/doc/solicitation-information-formdocxdocx?download=true>  
[29] <https://www.cu.edu/doc/source-selection-and-price-reasonablenesspdf> [30] <https://www.cu.edu/doc/form-spobpo-allocation-form-101724xlsx-1?download=true>  
[31] <https://www.cu.edu/doc/form-ssp-062421-comments-fieldxlsx?download=true>  
[32] <https://www.cu.edu/psc/policies/psc-procedural-statement-study-subject-payments>  
[33] <https://www.cu.edu/doc/supplier-show-approval-form2025pdf> [34] <https://www.cu.edu/doc/form-ta-010120xlsx-1?download=true> [35] <https://pschelp.cu.edu/s/article/Concur-Travel-Identifying-Travel-Arrangers> [36] <https://www.cu.edu/doc/violation-notification.xlsx?download=true>  
[37] <https://www.cu.edu/psc/procurement-card-handbook> [38] <https://www.cu.edu/doc/form-wa-01062020-unlocked-signatures-032020xlsx?download=true> [39] <https://www.cu.edu/doc/wpr-audit-updates-final-33123-lockedxlsx-1?download=true> [40] <https://www.cu.edu/psc/psc-procedural-statement-wire-transfers>  
[41] <https://www.cu.edu/controller/forms/official-function> [42] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-official-functions> [43] <https://www.cu.edu/controller/forms/recognition-program-authorization-rpa>  
[44] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and> [45] <https://www.cu.edu/controller/forms/gift-card-authorization-request-gc>  
[46] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards> [47] <https://www.cu.edu/controller/forms/recognition-reporting-rr>  
[48] <https://www.cu.edu/controller/forms/w-9-signed-cu> [49] <https://www.cu.edu/docs/ap-travel-international-payments-guidance> [50] <https://www.cu.edu/psc/doing-business-cu/payments>  
[51] <https://www.cu.edu/controller/tax/tax-exempt-information> [52] <https://pschelp.cu.edu/s/article/Concur-Expense-Creating-a-Non-Employee-Expense-Report> [53] <https://pschelp.cu.edu/s/article/Concur-Request-Applying-for-a-Procurement-Card> [54] <https://pschelp.cu.edu/s/article/Concur-Request-Applying-for-a-Travel-Card> [55] <https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Marketplace-Invoices>  
[56] <https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Employee-Reimbursements-in-FIN>  
[57] <https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-Employee-Reimbursements-in-Concur>  
[58] <https://pschelp.cu.edu/s/article/Payment-Status-Troubleshooting-In-Process-Vouchers>  
[59] <https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-PAs-and-NRIs-in-FIN>  
[60] <https://pschelp.cu.edu/s/> [61] <https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization> [62] <https://www.cu.edu/psc-procedural-statement-travel> [63] <https://www.cu.edu/psc/procedures>