

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

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](mailto:PSC@cu.edu)*** <sup>[2]</sup>.

- [Advance Payment to Suppliers](#) <sup>[3]</sup>
- [After-the-Fact Purchases](#) <sup>[4]</sup>
- [Cash Advances](#) <sup>[5]</sup>
- [Payment Voucher/Authorization](#) <sup>[6]</sup>
- [Procurement Card Handbook](#) <sup>[7]</sup>
- [Procurement Rules](#) <sup>[8]</sup>
- [Student Payments](#) <sup>[9]</sup>
- [Study Subject Payments](#) <sup>[10]</sup>
- [Travel](#) <sup>[11]</sup>
- [Travel Card Handbook](#) <sup>[12]</sup>
- [Undocumented Reimbursement](#) <sup>[13]</sup>
- [W-9 & Vendor Authorization](#) <sup>[14]</sup>
- [Wire Transfers](#) <sup>[15]</sup>

### **Finance Procedural Statements**

Guidance on determining allowability of certain expenses and recording/reporting them.

***For assistance, contact [FSS@cu.edu](mailto:FSS@cu.edu)*** <sup>[16]</sup>.

- [Alcoholic Beverages Purchased for University Events](#) <sup>[17]</sup>
- [Business Expense Reimbursement](#) <sup>[18]</sup>
- [Complimentary Tickets](#) <sup>[19]</sup>
- [Gift Cards](#) <sup>[20]</sup>
- [Official Functions](#) <sup>[21]</sup>
- [Personal Technology & Telecommunications](#) <sup>[22]</sup>
- [Petty Cash & Change Funds](#) <sup>[23]</sup>
- [Recognition & Training](#) <sup>[24]</sup>
- [Sensitive Expenses](#) <sup>[25]</sup>

### **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]

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**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>