

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

The following forms are used to purchase or pay for items, to provide required documentation/approval for the purchase of items, or to request specific updates.

- All Forms
- Payables
- Procurement Card
- Purchasing
- Travel

## **All Forms**

- Advance Payment to Suppliers <sup>[2]</sup>
- Approving Official Application/Update <sup>[3]</sup>
- Cardholder Application - Procurement Card <sup>[4]</sup>
- Cardholder Application - Managed Spend (Declining Balance) Card <sup>[4]</sup>
- Cardholder Application - Travel Card <sup>[5]</sup>
- Cardholder Update (for Procurement and Travel Cards) <sup>[6]</sup>
- Cash Advance Setup <sup>[7]</sup>
- Certifications Under a Federal Contract <sup>[8]</sup>
- Certifications Under a Federal Grant <sup>[9]</sup>
- Conflict of Interest Evaluation <sup>[10]</sup>
  
- Delegate Authorization <sup>[11]</sup>
- Honorarium <sup>[12]</sup>
- Non-Employee Reimbursement-International <sup>[13]</sup>
- Official Function <sup>[14]</sup>
- Payment Authorization <sup>[15]</sup>
- Recognition Program Authorization <sup>[16]</sup>
- Recognition Reporting <sup>[17]</sup>
- RFP Information <sup>[18]</sup>
  
- Scope of Work <sup>[19]</sup> (Employee Services form)
- Source Selection and Price Reasonableness <sup>[20]</sup>
- SPO Invoice Allocation <sup>[21]</sup>
- Study Subject Payment <sup>[22]</sup>
- Supplier Show Approval <sup>[23]</sup>
- Travel Arranger <sup>[24]</sup>
- Violation Notification <sup>[25]</sup>

- W-9 (Signed by CU) <sup>[26]</sup>
- Warrant Adjustment <sup>[27]</sup>
- Wire Payment Request <sup>[28]</sup>

## Payables Forms

- Honorarium <sup>[12]</sup>
- Payment Authorization <sup>[15]</sup>
- Recognition Program Authorization <sup>[16]</sup>
- Recognition Reporting <sup>[17]</sup>
- Scope of Work <sup>[19]</sup> (Employee Services form)
- SPO Invoice Allocation <sup>[21]</sup>
- Study Subject Payment <sup>[22]</sup>
- W-9 (Signed by CU) <sup>[26]</sup>
- Warrant Adjustment <sup>[27]</sup>
- Wire Payment Request <sup>[28]</sup>

## Procurement Card Forms

- Approving Official Application/Update <sup>[3]</sup>
- Cardholder Application - Procurement Card <sup>[4]</sup>
- Cardholder Update (for Procurement and Travel Cards) <sup>[6]</sup>
- Cardholder Application - Managed Spend (Declining Balance) Card <sup>[4]</sup>
- Delegate Authorization <sup>[11]</sup>
- Violation Notification <sup>[25]</sup>

## Purchasing Forms

- Advance Payment to Suppliers <sup>[2]</sup>
- Certifications Under a Federal Contract <sup>[8]</sup> (for Federal Contracts over \$100,000; signed by supplier)
- Certifications Under a Federal Grant <sup>[9]</sup> (for Federal Grants over \$100,000; signed by supplier)
- Conflict of Interest Evaluation <sup>[10]</sup>
- Official Function <sup>[29]</sup>
- Price Negotiation Memorandum <sup>[30]</sup> (for Federal Contracts & Grants over \$100,000; signed by department)
- RFP Information <sup>[18]</sup>
- Scope of Work <sup>[19]</sup> (Employee Services form)
- Source Selection and Price Reasonableness <sup>[20]</sup>
- Supplier Show Approval <sup>[23]</sup>
- W-9 (Signed by CU) <sup>[31]</sup>

# Travel Forms

- Cardholder Application - Travel Card <sup>[5]</sup>
- Cardholder Update (for Procurement and Travel Cards) <sup>[6]</sup>
- Cash Advance Setup <sup>[7]</sup>
- Delegate Authorization <sup>[11]</sup>
- Non-Employee Reimbursement-International <sup>[13]</sup>
- Travel Arranger <sup>[24]</sup>

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**Source URL:**<https://www.cu.edu/psc/forms-0>

## Links

[1] <https://www.cu.edu/psc/forms-0> [2] <https://www.cu.edu/psc/forms/advance-payment-suppliers>  
[3] <https://www.cu.edu/psc/policies/approving-official-applicationupdate-ao>  
[4] <https://www.cu.edu/psc/forms/cardholder-application-procurement-card-ca-pc>  
[5] <https://www.cu.edu/psc/forms/cardholder-application-travel-card-ca-tc>  
[6] <https://www.cu.edu/psc/forms/cardholder-update-procurement-and-travel-cards-cu>  
[7] <https://www.cu.edu/psc/forms/cash-advance-setup-cas> [8] <https://www.cu.edu/doc/app-l-certifications-under-federal-contractpdf> [9] <https://www.cu.edu/doc/app-m-certifications-under-federal-grantpdf>  
[10] <https://www.cu.edu/psc/policies/conflict-interest-evaluation-coi>  
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[22] <https://www.cu.edu/psc/forms/study-subject-payment-ssp> [23] <https://www.cu.edu/psc/forms/supplier-show-approval> [24] <https://www.cu.edu/psc/forms/travel-arranger-ta> [25] <https://www.cu.edu/psc/forms/violation-notification-vn> [26] <https://www.cu.edu/controller/forms/w-9-signed-cu> [27] <https://www.cu.edu/psc/forms/warrant-adjustment-wa> [28] <https://www.cu.edu/psc/policies/wire-payment-request> [29] <https://www.cu.edu/psc/forms/official-function> [30] <https://www.cu.edu/doc/app-j-price-negotiation-memopdf> [31] <https://www.cu.edu/psc/forms/w-9-signed-cu>