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Contacts

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Useful Links

- [Procurement & Travel Reference Guide](#)
- [CU Accounting Policies & Procedures](#)
- [Travel & Procurement Card Application](#) - Once you fill out and sign the application, please send it to [Daisy Salazar](#).

Fiscal and Purchasing Information

Making a Purchase

1. All purchase requests should be submitted using the [SEHD Procurement Request Form](#).
2. You may also make the purchase yourself and request reimbursement (*restrictions apply, see below). ASAP after purchase (must be within 60 days of purchase), please email a copy of the **itemized** receipt to your corresponding Concur delegate if applicable. Contact **Daisy Salazar** for general fund and professional development account purchases, **Bolormaa Begzsuren** for grant related purchases and **Tracy Lee** for extended studies purchasing and services. Make sure the receipt has the following information: what the item was, the date, and the payment amount. Also include in your email the speedtype to be charged **and the business purpose for the purchase (includes brief description of how the purchase benefits the university)**. The reimbursement will be deposited in your bank account within two business days after it is approved through Concur. Please contact your Concur delegate with any questions. **Please note** : *Any purchase that is not in compliance with University & SEHD policy will NOT be reimbursed. If you are unsure/have questions, please contact youe corresponding fiscal staff **before** making a purchase.*
3. For purchasing miscellaneous items such as books, other supplies (non-office supplies), etc., please purchase it yourself and submit the itemized receipt for reimbursement. Also include in your email the speedtype to be charged **and the business purpose for the purchase (includes brief description of how the purchase benefits the university)**. If you are unsure if an item is reimbursable, please contact Daisy prior to making the purchase.
4. If you are making a purchase using PD funds, program funds or any other University funding source, please ensure the budgets have been approved and that there are funds available **before** anything is purchased. Please check with Daisy regarding your available funds.
5. For PD funds, faculty members with the last name starting with A-L use speedtype 62000054. Faculty members with the last names of M-Z please use 62000055. For faculty members with hyphenated names please reference the fund of the second name. For example, John Smith-

Baker would use 62000054. Please contact Daisy if you are unsure about the speedtype you should be using.

6. **All IT/Tech related purchases must go through the SEHD Tech Team via the [SEHD Procurement Request Form](#).**
7. Gift card purchases MUST include a Gift Card Authorization Form and must be approved prior to making the purchases. Please contact Daisy to check the requirements for gift cards.
8. As a public institution of higher education of the State of Colorado, the University of Colorado is generally exempt from most federal taxes and from all Colorado State and local government sales tax. The purchase must be made using the University Procurement Card or a university purchase order. (If an employee makes the purchase with personal funds - with the intention of subsequently requesting reimbursement from the University - then the purchase is not tax exempt, even if the employee presents a university tax-exemption number.)

Travel



If you are a frequent traveler (3 or more trips/year), please see Daisy Salazar about obtaining a university travel card.

First, please check with your corresponding fiscal staff to ensure funds are available to cover the pending trip expenses. For international travel, please submit a Concur travel request for the Dean's approval. Once this has been approved, you may move on to the next step and contact Christopherson.

1. Air travel should be arranged through Christopherson by either contacting them directly or through [Concur in the employee portal](#).
2. Airfare comparison quote **required** if
 1. Purchasing internet airfare
 2. Vehicle travel is determined to be lower cost than airfare
3. You will need to make your own arrangements for lodging.
4. **Conference Registrations**
 1. To have your registration handled by SEHD, fill out this [Conference Registration form](#) **prior** to the conference. Registrations paid for by employees cannot be reimbursed until after the travel has been completed.
 2. If you want to be reimbursed for items such as hotel, taxis, shuttles, parking, etc., please keep your itemized receipts and turn them in to your corresponding Concur delegate (Daisy, Bogi or Tracy) when you return. Again, reimbursement cannot occur until after travel is completed. Conference agenda **MUST** be provided for reimbursement! The agenda must include the name and dates of the conference as well as a breakdown of the schedule. Please refer to the following link for more information/important travel guidelines <https://www.cu.edu/psc/travel>.
5. Meals/food will be reimbursed at the per diem rate only per university policy. There is no need to keep food receipts when traveling. Per Diem rates can be found at the following link <http://www.gsa.gov/portal/content/104877>. You may NOT request per diem reimbursement for any meals that are provided at the conference, even if you don't eat the provided meals.
6. Mileage calculations MUST deduct **normal round-trip commute** to primary work location-regardless of type of transportation used for normal commute; see [mileage calculation guidelines](#).

Food Purchases

1. All food purchases must be made according to university policy. This means that food cannot be ordered for the following types of events: program meetings, staff meetings, meetings with only SEHD personnel attending and going away parties (unless the person is retiring). One time and irregular events may be approved by going through the Dean's Office. Please contact [Patricia Ball](#) for approval. Any events that are not according to University Policy will constitute a personal expense that will NOT be reimbursed. If you have a P-card and make an unauthorized purchase, this will constitute a personal expense that will need to be paid back to the School.
2. Training events MUST include an agenda and list of attendees.
3. For small a dollar amount food purchase, you may purchase this yourself and submit to your corresponding fiscal staff for reimbursement. Remember you must submit an itemized receipt for all purchases.
4. For food purchases for official function events, please complete the [SEHD Purchase Request Form](#) or contact [JáNet Hurt](#) for assistance/with questions. You MUST provide a list of attendees for an official function event.
5. All food purchases must be included in an approved budget or be approved (in writing) by the Dean's Office.
6. We are only allowed to tip up to 20% so please keep this in mind when tipping.

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