

November 10, 2006

NOVEMBER NEWS – POLICIES, PROCESSES, FORMS, INITIATIVES

November 1st marked the roll-out of nine policies, procedures and forms, and on November 4th, the University started encumbering SPOs. In addition, the OUC will visit all campuses during the second half of the month to do Gift Fund Training. Read on for more.

APS, PPS and FORMS

You've asked for consistency and simplicity in fiscal Administrative Policy Statements, Procurement Procedural Statements and the associated forms. Thus, by using standardized formats, tables to present complex information, and pop up instructions to assist with form completion, that's what we're delivering. Changes to highlight in the APS and PPS include:

Administrative Policy Statement

- **Alcohol Purchase and Provision:** Instead of the Vice Chancellor for Finance, each campus can now designate one other individual to approve alcohol purchases for personal consumption. Contact your Finance Office to see who this designee is for your campus.

PSC Procedural Statements (PPS)

- **Alcohol PPS:** Explains the procedures for purchasing alcohol with university funds and providing it at university events. It covers alcohol purchased for research or other purposes that do not include personal consumption, resale by a university licensed establishment, and personal consumption at official functions, university-sponsored conferences and special events. It also discusses alcohol provided without a university purchase for official functions, conferences, and special events.
- **Official Functions PPS:** Sets forth university requirements for using the Official Function form. One important change is that the OF form must be completed when the *total* cost (not just the food portion) of the official function is estimated to exceed \$100. A second change addresses holiday parties. Although the term holiday party has been removed from the Official Function definition, it is permissible to have a staff appreciation meal or function that is timed to coincide with the holiday season.
- **Recognition and Training PPS:** Identifies recognition categories, and explains recognition and training procedures for both employees and non-employees. Key points include: An approved recognition program must be in place before any award can be distributed to either employees or non-employees. The campus Human Resource Director and an appropriate officer must approve recognition programs for employees, and the fiscal principal of the organizational unit must approve non-employee recognition programs. Cash and cash-like items (such as a gift card) in any amount must be reported using the Recognition Reporting Form whether they are given to an employee or a non-employee. Non-cash items must be reported if their value exceeds \$100.
- **Sensitive Expenses PPS:** Sets forth the requirements for determining the propriety for 20 types of sensitive expenses including, but not limited to: alcoholic beverages, break room equipment, food and related consumables, gifts or tokens, flowers/fruit baskets/greeting cards, retirement parties, passports and visas.
- **Travel Authorization and Expense PPS:** Replaces the Travel Quick Reference Guide, and articulates university requirements for authorizing business travel, determining travel expenses eligible for reimbursement, and accomplishing the reimbursement process. It provides a table listing 48 travel expenses and articulates the conditions associated with each.

All sensitive expenses must also comply with the [APS Propriety of Expenses](#) and the [PPS Tests of Propriety](#). Keep in mind that the PSC always has the right to request additional documentation and approvals to support any expense made using university funds.

Forms

- **Alcohol Purchase Authorization (APA) Form:** Use this form when making alcohol purchases with university funds for an official function or conference. Remember, the purchase of alcohol for an official function must be pre-approved.
- **Official Function (OF) Form:** Complete this form when the total cost of the official function is estimated to exceed \$100. If the official function includes the purchase of alcohol with university funds, use the APA instead of the OF form.
- **Recognition Reporting (RR) Form:** Use this form when reporting recognition awards, rewards or prizes. The RR form is routed through the campus HR department for employees, and through the PSC for others.

Where can you find these new APS, PPS and Forms? On the web at:

- Fiscal APS: <http://www.cu.edu/policies/Fiscal/index.html>
- PPS: <http://www.cusys.edu/psc/policies/>
- Procurement Forms <http://www.cusys.edu/psc/forms/>.

GIFT FUND MANAGEMENT TRAINING

As a result of the State's Performance Audit, the University improved its gift fund management, and last spring issued new policies, procedures, and training for those who work with gift funds. If you have a fiscal role on a gift fund (Fund 34) SpeedType, this training is required. It has been available for the past eight months, and successful completion has been recorded for more than 600 people. **December 1, 2006** is the training deadline. After December 1st, SpeedTypes will be inactivated until all people with fiscal roles on the SpeedType finish their training. Training can be done in one of two ways:

- Complete the Gift Fund Management Online Training and Assessment. This tutorial, which is a PowerPoint presentation, takes about 30 minutes to complete.
- Register to attend an in-person training session on your campus. Quick and easy sign up is available on the web at http://www.cusys.edu/controller/ouc_training_courses.html. Scroll to Gift Fund Management and select the **Register** link for the course you wish to attend.

UCCS	11/15	9:30-11:00 am	UCenter 302
UCDHSC DDC	11/17	9:30-11:00 am	Chanc Conf Rm
UCDHSC Fitz	11/29	9:30-11:00 am	Shore Aud
UCDHSC 9 th	11/29	1:30-3:00 pm	Denison Aud
UCB	11/30	9:30-11:00 am	ARC 620

SPO ENCUMBRANCES

We're live with SPO encumbrances! Remember these helpful resources:

- SPO Encumbrance Initiative Web Page
http://www.cusys.edu/controller/spo_updates.html.
- SPO Step by Steps <http://www.cu.edu/psc/CUonly/sbs/>
- Finance and Procurement Help Desk FinProHelp@cusys.edu
- [PSC Communicator Special Edition – SPO Encumbrances](#)

CONNECTIONS NEWSLETTER

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