

OFFICIAL FUNCTIONS – FAQs

The caterer wants a deposit for our event. May I pay that with my procurement card and put the balance on my requisition?

If the total will be over \$5,000, no. All charges for the event must be put on one payment "vehicle". If you know you will have to pay a deposit and you are entering a non-catalog form in Marketplace, make a separate line item for the deposit amount. You'll then need to do the receiving on that line for Accounts Payable to pay the deposit.

Example: Requisition total, \$7800 Line item 1 \$2000 deposit required

Line item 2, remaining balance of \$5800

If you enter a Standing Purchase Order form, you won't need a separate line item, but you will need to "receive" the amount of dollars of the deposit in order for AP to pay.

Remember to complete an Advance Payment form and send it to the PS when you are asking for prepayments/deposit. That form can be found at the PSC website.

I have an event contract that will be less than \$5,000. It mentions things like indemnification and choice of law. Should I be comfortable signing it?

Yes. The PSC no longer reviews contracts less than \$5,000. Please see attached for detail.

I have the contract from the vendor already, the amount is over \$5,000 and time is of the essence. I haven't had time to enter the requisition yet but would you review my contract in the meantime?

Contract administrators do not work on the contract until they have a copy of the approved requisition.

I have sent you our event contract for review. There is no requisition yet because we don't know for sure how much our event will be. Is that ok?

No. Enter the requisition now with a "ballpark" figure/guesstimate. We can change the amount on your PO when the final invoice arrives.

I sent you the contract I received from the hotel for our event. This is for lodging only. I have also entered a requisition in Marketplace. Is there anything else you need?

"Lodging only" events (no catering involved) must be paid for with your Travel Card. While the PSC still handles the contracts for these events over \$5,000, purchase orders are no longer issued. This was a policy change by the PSC because it was more cost effective for the University to do lodging purchases through a credit card instead of an SPO. The Purchasing department brings no additional value in that particular purchase, and it is by nature, it is more costly to issue checks than to pay vendors with credit cards; therefore, we allow lodging for either employees or non-employees for any dollar amount on the Travel Card.

Email to Campus Departments re: Procurement Contracts =<\$5,000

Per the University of Colorado Fiscal Procedure 2-2.8, revised and effective July 1, 2011, authorized department personnel have the authority to sign vendor agreements \$5,000 and less on behalf of the university without altering the agreement. This means the department may agree to the vendor's legal terms and conditions. Departments have always had the responsibility to understand the business aspects of the vendor agreement; particular items to carefully review include the cost, renewal terms, and termination requirements. Due to these operational efficiencies, the Procurement Service Center is no longer involved in the process for vendor agreements that are \$5,000 or less.

UCD and UCCS have more restrictive campus policies. UCD employees must follow the campus Signature Authority Administrative Policy; UCCS employees should contact the office of the Associate VCAF for direction.

University Fiscal Procedures: <https://www.cu.edu/controller/procedures/fiscal.html>

Related campus documents/contacts-

University of Colorado Boulder:

Barry Northrop, Director, Accounting & Business Support
303.492.7119; Barry.Northrop@colorado.edu

University of Colorado Denver:

Administrative Policy: Signature Authority

http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/SignAuth.pdf

click on "Contract Signature Matrix" link

University of Colorado Colorado Springs:

Iryse Naro, Executive Assistant to Associate Vice Chancellor for Administration & Finance
719.255.3626; Inaro@uccs.edu

Official Function Contracts

Things to Remember

1. If the contract is less than \$5,000, authorized department staff may sign it. You must follow your campus-specific contracting authority guidelines.
2. If the contract will be over \$5,000, please attach it to your CU Marketplace requisition. The PSC will review it and obtain appropriate signatures. Or, if the contract will be for lodging only, you won't need an SPO or a PO since the Corporate Travel Card is for lodging only situations. You should email these contracts to me. Please allow approximately 4 - 6 weeks for the entire contract process.
3. If the supplier is new to the University, the department must obtain a completed CU-W9 from the supplier and forward to the PSC. The CU-W9 can be downloaded from the Forms page on the PSC website.
4. Questions you may be asked when you first submit an official function contract:
 - Is this for lodging only? Or will catering also be involved?
 - What is the phone number and email address for your contact at the hotel/caterer?
 - What do you anticipate your grand total amount to be?

Step by Step for Official Function Contracts

If the contract amount is over \$5,000:

- Create requisition in the CU Marketplace using the Non-Catalog Form for a PO or the Standing Purchase Order Form for a SPO.
- Use Commodity Code "12-Official Function".
- State the business purpose and inclusive dates of the event.
- Provide the 10 digit phone and fax numbers, plus the email address, of the sales contact person where the event is being held.
- Attach the supplier's contract to your requisition.
- Attach the following forms, as applicable, to your requisition (all forms can be found on the PSC website www.cusys.edu/psc/forms):
 - ✓ Official Function Form
 - ✓ Advance Payment to Vendors (ADV) form – if a deposit or advance payment valued at more than \$5,000 is required for your event, send a copy of the properly signed form.
- If your event is for lodging only, you must pay using the Corporate Travel Card instead of a PO or SPO.
 - ✓ Related contracts over \$5,000 must still be reviewed by the PSC.

What is an Official Function?

This commodity covers a meeting, meal, or other function that is hosted by the University for official university business, attended by guests and/or associates/employees, and held either on university property or off-site at hotels, motels, resorts, country clubs, learning centers, or other locations. Such functions typically include:

- conference or meeting facilities
- meals and beverages
- catered services (including bartending services that are part of the event)

**Contact: Darlene Morrow
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