

## DV/Payment Requests, PCARD, IOs and Purchase Orders.

**The following is required by Fiscal Office in order to process your request and to avoid delay in processing payment:**

1. For reimbursements you must submit some type of invoice or memo addressing what you are requesting and have attached to it the proper documentation.
2. When submitting payment requests we require you to fill out the attached "[Payment Request](#)" cover sheet to accompany your invoice or memo/backup documentation for reimbursements. Please include Account # to be charged to on the forms.
3. All reimbursements require signature for account approval from the individual in charge of the account#. In addition to this for individual reimbursements supervisor signature is required.
4. The information requested on [the Hospitality Information Form](#) is required for every expense that is of an "Official Function" nature, or mainly when food items are purchased. This includes business meals, training and recruiting costs. As well, these must be signed and originals sent.
5. There are two types of Purchase orders that are done when the dollar amount exceeds \$5,000.00:
  - 1. Regular Purchase Order**  
A Regular Purchase Order is an order placed by the Purchasing Department with a vendor for a one-time purchase of goods or services. The order is placed for a specific quantity at a specific price.
  - 2. Open Purchase Order**  
An Open Purchase Order is issued to a vendor when the ordering department expects to make repeated purchases of goods or services over an extended period of time. Items and prices will be specified on the Open Purchase Order along with dollar limits for individual transactions and maximum total of the PO. Only individuals specified on the PO are authorized to place orders. The term of the PO may not exceed one year and in any event may not extend beyond the end of the current fiscal year.
6. Remember that we cannot pay expenses to vendors if invoice total is over \$5,000.00. CSU policy requires permission to purchase goods/services first otherwise you may be personally liable for payment. As well, an individual reimbursement cannot exceed \$1,000, with travel being the exception. You can find out more information on doing business with CSU at the website below.

<http://www.purchasing.colostate.edu/index.asp?url=guide>

[Click here for information](#) that will guide you on the type of backup documentation required and accepted by CSU Accounts Payable Department as well as the types of allowable and non-allowable expenses that CSU will pay.

Please feel free to contact anyone at the Fiscal Office should you have any questions.

Wes Scharf (970) 491-6367  
Laura Barrera (970) 491-7888

Sue Sidinger (970) 491-7950  
Ellen Hughes (970) 491-7526