What can I buy with my funds?

Note that these are general CU guidelines and are NOT specific to sponsored projects and grants, which often have their own more restrictive rules. All purchases, even sponsored projects, have to fall within CU's purchasing guidelines.

All expenses need to have a clear business justification and benefit to CU. As long as these expenses are somehow related to your professional development, research or teaching needs/goals, this shouldn't be a problem. **Important note: Sales tax cannot be charged on Pcard transactions. For all expenses, we need a receipt showing your method of payment and an itemized receipt (sometimes those are on one, sometimes not).**

Tax Implications - If you purchased anything or traveled more than 90 days prior to the final Concur approval in the system, these expenses are considered taxable and will be included as income. (This is a new rule that CU implemented a year or so ago)

Here are some things you can purchase with your research/faculty funds:

- **Books** - Purchase of textbooks or books related to your teaching, research or professional development.

- **Computer Equipment**
    - Any equipment purchased with CU funds is considered the property of CU.
    - Most if not all CU equipment purchases need to happen through the CU Marketplace. Please work with Noah am_itsup@colorado.edu to purchase equipment.

  IT Procurement | University of Colorado
  How to Buy: IT Hardware & Maintenance - Other

- **Office Furniture**
    - These purchases must go through CU Marketplace via Ian Cunningham at amassist@colorado.edu.
    - CU will not reimburse personal furniture purchases and you cannot use your Procurement Card.

  https://pschelp.cu.edu/s/article/How-to-Buy-Office-and-Common-Area-Furniture

- **Office Supplies -**
    - For your CU office (CU will pay for supplies/equipment for one office - not for both a home and a CU office)
    - Purchase through Ian Cunningham at amassist@colorado.edu if possible. If he doesn't have what you need, you may purchase personally and receive a reimbursement or with your Procurement card.

- **Visiting Scholar**
    - Travel costs: Airfare, Lodging, Ground Transport & Per Diem
    - Meals with the visitor (no more than a 20% tip)

- **Publication Fees**

- **Software Purchases**
    - For now you may use your procurement card or personal funds to purchase
    - CU has come out with a new software policy requiring any software subscriptions to undergo a small dollar contract review, no matter the cost.
    - APPM is solidifying its process/plan for this so know that we may ask for further information.

- **Summer Salary** - if you'll be doing summer work.
    - Sandy will be sending out Summer Salary information in early April.
    - CU's general rule is that you may earn up to 1/9th of your salary in each of the summer months.
    - Make sure you consider that salary comes with a 33.1% benefits charge.

- **Student Hourly** - you can hire a student to:
    - Assist with research
    - Assist with office/administrative types of work

- **Travel Purchases** - Conference travel, research travel
    - *DON'T PUT ANY TRAVEL EXPENSES ON YOUR PROCUREMENT CARD.*
    - Travel Approval: International approvals must happen through Concur
    - Airfare: Must be purchased through Concur and if not through Concur by calling or emailing Christopherson business travel. If you find an internet airfare that is cheaper, you must get a comparison quote from Concur/Christopherson BEFORE purchasing the internet airfare or it may not be reimbursed. Airfare can NEVER be purchased on a travel card.
    - Lodging: Can be booked through Concur or personally. You can put lodging on your travel card or on your personal card for a reimbursement. It must be itemized with the method of payment shown. Make sure that ONLY the lodging is charged, incidentals would need to go on a personal card.
    - Ground transportation: You can use a travel card or a personal card
    - Conference Registration Fees: Personally or Travel Card (or in this rare exception, they can be paid via the Procurement card).

** As you all know, CU can be a difficult bureaucracy to navigate when trying to spend money, so please reach out if there is anything that you need clarification on. I will do my best to help!
Sandy Brown - sandra.brown@colorado.edu (general inquiries)
Hilary Merina - am_accnt@colorado.edu (personal and travel-related reimbursements)
Monica Ringenberg - monica.ringenberg@colorado.edu (grant-related inquiries)

Prohibited Transactions on the Pcard:
https://www.cu.edu/psc/procurement-card-handbook/violations-and-prohibited-transactions

Sensitive Expenditure Policies and Guidelines:
https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-sensitive-expenses

Resources and Links:
Christopherson Business Travel: Email - cutravel@cbtravel.com; Toll Free: 1.855.462.8885; Local: 303.694.8744

A few more important notes:

- Remember – no tax can be charged to a University Procurement card.
- If you use personal funds to purchase, you should pay tax, and you will be reimbursed for the total amount.
- Tips on meals/transportation cannot exceed 20%
- Travel card can only be used when YOU are in travel status.

Expense Type	Personal Card	Procurement Card (P-Card) No Sales Tax!	Travel Card	Marketplace Purchase Only	Other
Airfare	Not Allowed	Not Allowed	Not Allowed		Concur or CBT
Books	Allowed	Allowed	Not Allowed	N/A	N/A
Computer Equipment	Not Allowed	Not Allowed	Not Allowed	Marketplace Only	N/A
Office Furniture	Not Allowed	Not Allowed	Not Allowed	Marketplace Only	N/A
Office Supplies	Allowed (Marketplace preferred)	Allowed (Marketplace preferred)	Not Allowed	Marketplace preferred	N/A
Visiting Scholar Meals	Allowed	Allowed	Not Allowed	N/A	N/A
Conference/Event Registration	Allowed	Allowed	Allowed	N/A	N/A
Publication Fees	Allowed	Allowed	Not Allowed	N/A	N/A
Software Purchases	Allowed	Allowed	Not Allowed	* May change soon	N/A