

## CU System Resources

**Office of Policy and Efficiency (OPE):** [The Office of Policy and Efficiency](#) develops, oversees and maintains the university's system-wide policy-making process by partnering with system and campus policy managers to create, revise and distribute university-wide policies.

### Resources available through OPE:

- Home to the [Administrative Policy Statements by functional area](#):
  - Academic/Research
  - Administrative
  - Finance
  - Human Resources
  - Risk Management

**Procurement Service Center (PSC):** The role of the [Procurement Service Center \(PSC\)](#) is to support all CU campuses by applying our core values to assist customers with spend management, procure-to-pay and travel management responsibilities.

### Resources available through PSC:

- [CU Marketplace](#): A one-stop shop for purchasing and payment-processing that enables online shopping and purchase orders.
- [Concur](#): [Concur Request](#) is used to create and submit travel pre-approved requests and [Concur Expense](#) is for adding and managing Itineraries and Per Diem/Meals (Travel Allowance) for Employees
- [Procedure Statements](#): Include detailed information on rules and how to complete specific tasks within functional areas, including but not limited to finance, procurement, HR, risk management, and university relations.

#### Frequently accessed Procedure Statements:

- [Alcoholic Beverages Purchased for University Events](#)
- [Sensitive Expenses](#)
- [Travel](#)

## CU Boulder Resources

**Office of Advancement/CU Foundation:** Manages the receipt of charitable donations for the university. Each campus has its own advancement office. Faculty members who wish to guide potential donors on how to give to CU Boulder should start with their unit's business office, or directly [contact Boulder's Office of Advancement](#).

**Budget and Fiscal Planning (BFP):** The Budget and Fiscal Planning Office partners with academic and administrative leaders, coordinates campus-wide budget and fiscal planning, and identifies and facilitates the allocation of resources for the Boulder campus.

### Resources available through BFP:

- [How CU Boulder is Funded](#): Current funds budget information
- [CU Data Made Simple](#): How does CU's budget work and cost drivers

**Fiscal Compliance:** Within the Campus Controllers Office (CCO), the role of Fiscal Compliance is to develop, implement and maintain an annual internal review plan that will identify areas of financial and operational risk. Our primary concern is with campus-wide internal controls that support reasonable levels of compliance. The financial functions of the Boulder campus are decentralized.

**This means each unit is responsible for managing its finances with guidance and oversight provided by CCO.**

For guidance on internal controls, contact the [fiscal compliance manager](#) for questions.

### Important Policies pertaining to financial risk mitigation:

- [APS 4013: Disclosure of Interest](#): Sets forth requirements for the submission and review of annual disclosure of outside financial interests and activities.
- [APS 4014: Fiscal Roles and Responsibilities](#): Outlines fiscal roles and responsibilities of employees by providing clarification and guidance regarding the framework within which financial management occurs.
- [APS 4016: Fiscal Code of Ethics](#): Sets forth requirements for ethical behavior by employees and affiliate fiscal staff in the conduct of official university business.
- [APS 4022: Fiscal Certification](#): Sets forth university requirements for officers to certify annually their financial accountability, responsibility and representations.
- [APS 4015: Tests of Propriety](#): Eight questions used to evaluate the appropriateness of expenditures.

## Key Procedures & Guidance

**Accounting Handbook:** Managed by the Office of the University Controller, offers guidance on policies, procedures, forms and best practices in the areas of financial management, financial recording and financial reporting. Key chapters include:

- [Internal Controls](#): How to ensure that fiscal transactions are accurate and proper.
- [Cash Control](#): How to safeguard cash and the people who handle it.
- [Gifts in Kind](#): How and when to accept donations of goods, property or services.
- [Gift/Charitable Contribution Processing](#): How and where to deposit cash.

**Boulder Campus Policies:** The [campus policies website](#) communicates how university business is conducted at CU Boulder.

**Frequently accessed campus policies:**

- [Events with Alcohol](#): For the approval of alcohol for official functions and fundraising events using fund 34 gift funds- (APS 4018) contact the [fiscal compliance manager](#) for questions.
- [Fiscal Management of Sponsored Projects](#): Define the roles and responsibilities of principal investigators, project directors, unit head, and CCO for fiscal management and financial accountability of externally-funded sponsored projects.
- [Risk Management](#): All employees of the university are responsible for the effective management of risk including the identification of potential risks.

**Department Financial Management Guide:** Managed by CCO, the Guide highlights guidelines contained in CU's policies and procedures to illustrate best practices and protocols departments should follow in the area of financial management. Key chapters for guidance include:

- [Chapter 2](#): Financial Environment of the University
- [Chapter 3](#): Responsibilities of Financial Management

### Online Financial Training courses available through Percipio

Course	Audience	Description
<b>CU Accounting Overview:</b>	<b>Recommended</b> to anyone new to fund accounting at CU.	This <b>15-minute</b> course covers fund accounting at a very high level. This includes the most common fund types we use at CU, the sources and uses of the money in these different funds, and some of the restrictions on the use of these funds based on the source.
<b>CU Financial Systems Overview</b>	<b>Recommended</b> to anyone new to the financial systems of the university.	This <b>15-minute</b> course introduces the systems used to record the financial impacts of the university's operations. Each system is specialized and necessary, yet not sufficient on its own to fulfill our stewardship obligations.
<b>CU Financial Environment Overview</b>	<b>Recommended</b> to anyone new to the university.	This <b>15-minute</b> course sets the context and introduces information and resources you'll need to understand the financial environment of CU.
<b>CU Fiscal Code of Ethics – Officers</b>	<b>Required</b> for university and administration officers.	This <b>15-minute</b> course covers the officer requirements for ethical behavior while conducting official university business.
<b>CU Gift Fund Management</b>	<b>Recommended</b> for anyone with a fiscal role (fiscal principal, fiscal manager or fiscal staff) on a gift fund (Fund 34) SpeedType.	This <b>30-minute</b> course covers how gifts are received and spent by CU in compliance with donor wishes. Learn about the fiscal roles and responsibilities in regard to gift-fund management.

**To access the live course in Skillsoft:**

1. Log on to your [campus portal](#).
2. Select the **Skillsoft** tile. Skillsoft will open in a separate window.
3. Select **Library**.
4. Under CU Custom Content, select your campus folder.
5. Select the specific Category folder you need (**Finance**).
6. Locate the title of the course and click **LAUNCH**.