

Smead Aerospace Engineering Sciences

Senior/Grad Projects and other Club/Organizations Finance

Rules P-cards

Send all requests to aerofinancehelp@colorado.edu

Financial Assistance in AES is provided by:

Jacqui Stang (on leave) / Tyron Michieli (Temp) – Accounting Tech, Manages the expense reconciliation processes and will walk you through the process to set up your monthly expense reports in the Concur System.

Laura Clayton– Interim Finance Manager, Manages funds for the department and distributes funding for projects.

After completion of application steps, each CFO receives a CU Visa card to be used for your team purchases. The CFO is responsible for Visa usage.

Purchases are **sales tax exempt**. Make sure you tell your suppliers so that no Colorado Sales Tax is paid. When ordering from e-vendors, you will often need to set up the Sales Tax exemption before ordering from them. If you pay sales tax, **YOU** will have to contact the vendor and request a refund. Attached is CU's Sales Tax Exemption Certificate. FYI, Sparkfun always charges sales tax, so request the refund at the time of purchase. Regarding purchases from Amazon, Jacqui has a tax exempt account with Amazon. Please fill out the order form or email aerofinancehelp your Amazon order with link and quantity, and they will place the order for you.

Attached you will find our shipping address. **Make sure your name (CFO) is on this package**, so we know who to contact for pickup. **Please note** that the Shipping Address and the Billing Address are different. The Billing Address is the address listed with the Visa credit card. If you need to ship something out, please email aerofinancehelp; CU has negotiated rates with Fed Ex.

If you need to purchase from a vendor that does not accept credit cards, you can either pay for the item yourself and be reimbursed, (purchase must be over \$25.00). Or you can request that the finance team issues the vendor a Purchase Order for you. This option will take longer as the company may need to be set up as a Vendor in our system. Keep in mind any purchases made using these methods will not show up in the Concur System.

STAPLES: Do not purchase ANYTHING including PRINTING from Staples! CU has a contract with Staples, and all items must be purchased directly thru the CU Marketplace. Please use another vendor for printing. **Before** purchasing office supplies, please see Jacqui. Any purchase from another Office Supply vendor other than Staples results in warnings from the CU Procurement Office, again due to the stringent contract with Staples. **For printing please use FEDEX, Office Depot/Max CU Imaging Services.**

CONCUR SYSTEM: All purchases made with the CU Visa card will post to the Concur System. To access Concur, sign into the CU Portal>CU Resources Tab>Quick Links Tile>Concur Travel and Expense System. The expenses that you have charged to your CU Visa card will appear there. You will also receive emails

advising you of charges to your Visa. Please confirm that these are correct as you receive them. This can be used as a warning system if your Visa card has been compromised. Your charges will be organized into a monthly report which you will then review and submit. The minimum amount that can be charged to your CU Visa is \$10.00. Keep in mind, any purchase the finance team makes for you from Amazon will not show up in the Concur System, so you will need to track those expenses yourself and include along with the Amazon total.

You are responsible for attaching your invoices in the "Receipt Store" in the Concur System. To do this, convert your invoice to a pdf or jpg>go into the Concur System>Expense Tab>Scroll down to Upload New Receipt>Browse your files for the receipt. If entering invoices in the Receipt Store, name the receipt with the amount first so that it's easier for Jacqui to locate. **OR** you can also use the option below:

Want to use your mobile device to get images of your receipts into Concur?

You can! One way to do this is by using Concur Mobile. This free app syncs with Concur and, when using the camera feature, automatically uploads your receipt images to your Receipt Store. Visit our [Going Mobile with Concur learning resources](http://www.cu.edu/psc/going-mobile-concur) for details. Or go to <http://www.cu.edu/psc/going-mobile-concur>

If you would like, you can turn in paper receipts - basket in admin suite, under t.v. (McGuckin's etc.) to the finance team to file after you have attached it in the Receipt Store.

Packing Slips do not have amounts on them, so cannot be accepted as an invoice.

Allowable/Unallowable Expenses: Unallowable expenses would be food, alcohol, hats, mugs, etc. Funds cannot be used to purchase any items that are not strictly for your project completion. Team T-shirts for competitions must receive prior approval from the project advisor. Confer with the finance team before ordering.

Printing: Report printing is to be kept to the minimum needed. Each team member does not need a color printed copy, even if there are funds in the budget. Check around on printing prices; they can vary significantly.

Additional Funding: If you should receive additional funds, i.e., UROP or an EEF grant, you must forward the email notification to Jacqui. Otherwise, we will never know that your team is waiting on funds to be transferred.

Accounting: Jacqui will update a spreadsheet monthly with each team's expenses. As CFO, you should also be maintaining your own excel spreadsheet, provided to you by the finance team in late October. You can make an appointment with Jacqui to review/audit your team's finances. FYI, Jacqui's accounting is monthly by the vendor, not by specific products purchased.

Closeout: Upon close out, all purchases must be complete and have no reports in Concur in order to have check document signed. Turn in your p-card during checkout. Once turned in p-cards will be cancelled.

Shipping & Billing information for P-Card and ALL Purchases

Packages: All arrive at the university's distribution center first, are sorted and then delivered to the aerospace building. Distribution delivers to the aerospace building twice a day.

- **Please pick one person on the team to perform package pick-up for the entirety of the project.** Kayla Vandegrift will email this person immediately after a package arrives at the aerospace building. No other team member should be coming into the admin suite for packages. It is suggested that this person's email is used when ordering items, as Kayla will ask for shipping tracking numbers (not order numbers) to help track down any packages in que.
- Plan ahead when ordering and be patient to receive an email from Kayla, alerting you that the aerospace building is in possession of the package(s). Poor planning on your part is not an emergency on ours.

Shipping Address:

CFO's Name (REQUIRED)

3775 Discovery Drive
Boulder, CO 80303

Billing Address:

429 UCB
Boulder, CO 80309

Returns:

Teams must take care of their own shipping