

Dear CLAS Chairs, Directors, Faculty, Program Assistants, and Administrative Assistants,

The College of Liberal Arts and Sciences Dean's Office is reaching out to remind you of important processes related to submitting and approving Concur expense reports.

The Procurement Card is a VISA card used by University of Colorado faculty and staff to purchase small-dollar items for university use. The authorized Cardholder is able to purchase directly on behalf of CU, thereby allowing tax-exempt use. Vendor receipts and/or other documentation is submitted in the Concur Expense System. Concur Reports are also used when employees are seeking reimbursement of business-related expenses.

As a result of an internal audit in Spring 2021, we identified several issues relating to the allowability of expenses on university speedtypes, and are providing these reminders to those involved with purchasing, reconciling, and approving expenses in our college.

Concur Reports can be entered by either the Cardholder or by an Expense System Delegate and are typically approved by the Department Chair. Here are some key items to pay attention to at each stage of the Concur Expense Report processing:

When Purchasing on Behalf of the University

- Ensure all costs are allowable and meet specific purchasing criteria of the university and fund-type (i.e. grant, gift, university restricted, etc.)
- Maintain accurate and legible copies of any applicable quotes, receipts/invoices, and packing slips
- Provide the receipt/invoice to the person entering the Concur Report (if you are not doing so yourself)
- Inform the merchant each time a purchase is made that the university is tax exempt. If taxes are charged, the Cardholder should contact the supplier to credit the taxes directly back to the card. The University's tax exempt number can be found on the back of the procurement card.
- Allocate costs proportional to their benefit (i.e. split costs between fund sources if items have a shared use or purpose)
- Do not use university funds to procure items that are of a personal nature or have no benefit/business purpose to the university fund being charged
- Write accurate and clear use-statements regarding the business purpose of the expense
- If purchasing an item that may typically be considered an indirect cost using grant funds (i.e. printer paper, ink, office supplies, etc.) please include a comment that describes the scientific use of the item indicating that it is above and beyond what the department can typically provide and describe the use of such item(s)

When Submitting Concur Reports

- Ensure all receipts are attached and accurate
- If a transaction requires documentation and the documentation is lost, or the merchant did not provide documentation, the Cardholder is to contact the merchant directly to obtain it. If the merchant does not provide the documentation, the Cardholder should mark the transaction in

Concur as not having the required documentation and provide an explanation as to why the documentation is not available in the comments field.

- Include use-statement for goods/services in the *Business Purpose* Field of the Concur Report
- If you are unsure about the purpose of a purchase, ask the individual making the request or providing the receipt for reimbursement prior to submitting the report. If you are not comfortable engaging in this conversation with the individual, please reach out to the CLAS Dean's Office for support.
- Submit reports in a timely manner (typically monthly)
- Be mindful of fiscal year end, grant project end dates, and other deadlines which may impact purchasing
- Add correct approvers depending on fund type (i.e. include the CLAS Post-Award Specialist for all reports containing grant-funded expenses)

When Reviewing/Approving Concur Reports

- Ensure that required documentation is provided for all transactions
- Review each item's individual invoice/receipt for accuracy. Quotes/estimates should not be substituted for receipts.
- Confirm that purchases don't include tax
- Return reports which don't include invoices or have incorrect receipts attached
- Consider the items purchased and ask questions if items don't seem to have a clear university business purpose

Resources

Please see the following guide on the University Procurement Service Center Website:

<https://www.cu.edu/psc/training/reconciling-procurement-card-concur>

Procedures for sensitive items can also be found on the Procurement Service Center Website:

<https://www.cu.edu/psc/policies/psc-procedural-statement-sensitive-expenses>

Additional questions can be directed to the following individuals in the CLAS Dean's Office, we are here to help!

Emily Waite, Finance and Accounting Senior Professional
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Thank you for your review of this information and attentive use of University resources.