

Chemistry Department Purchasing Best Practices

This guide consolidates departmental purchasing expectations with audit-compliant practices to ensure accuracy, efficiency, and adherence to CSU and federal regulations.

Documentation Requirements for every Kuali Purchase:

- The Kuali **Description** field should follow this format:
VendorName_\$Cost_YourInitials (Airgas_\$45_SL)
 - Explanation Section: Every purchase must include a **clear business purpose in the top explanation section**. For 53 accounts, specify **allowability** and **benefit to the project**.
 - It can be as simple as *a one or two sentence justification*
 - *Add the PI's last name to this section*
 - Use appropriate **object codes**; refer to CSU's Commonly Used Object Code Listing. (See Below)
 - Every purchase that is not a shop catalog purchase, must include an attached quote in the notes section.
 - This can be a screenshot of a cart if obtaining a website quote.
 - If a vendor can't be found in KFS, contact the accounting team for the necessary forms to create a vendor.
 - Attach an **Authorized Business Function (ABF) Form** for hospitality/official function purchases.
[Authorized Business Function.pdf](#)
 - If invoices are sent directly to you, please forward them to the Chemistry Accounting team ASAP.
 - If an order is cancelled with the vendor, please notify the Chemistry Accounting team so they can cancel the PO.
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PCards

PCard Usage Principles:

- Use KFS Shop Catalogs for Amazon Purchases. Not your PCARD.
- Email receipts to **as soon as possible**.
- Connie Cooley Connie.Cooley@colostate.edu
- James Morgan james.morgan@colostate.edu
- Julie Giron (Lab Coordinators, Front Office Staff, Instructors) julie.giron@colostate.edu

Required Documentation:

- **Provide justification for:**
 - Business purpose
 - Why the purchase could not be made using approved shop catalogs
 - If you order from one vendor, consolidate purchases to submit one PCARD charge
- All transactions must include **itemized, legible receipts** in Kuali.
 - **Turn in receipts as soon as possible**
 - **Receipts must clearly show:**
 - Vendor name
 - Itemized details
 - Subtotals
 - Name of purchaser
- **Tax Compliance:**
 - CSU is tax-exempt in Colorado. 94-2981279
 - If charged tax, you must request a refund and attach proof of the request and refund.
 - If you do not get a refund, you will need to complete a PCARD violation form.
 - Tax can no longer be reimbursed on a Disbursement Voucher (DV)

Prohibited Actions:

- No split purchases to avoid PCard limits.
 - If a card holder needs to purchase items above their single transaction limit, options should be discussed with the PCARD Office or utilize other purchasing mechanisms (APO, PO, BID, etc.)
- Tips on hospitality should not exceed:
 - 20% of pre-tax amount (rounded allowed)

Monthly Responsibilities:

- Review and sign monthly PCard statements sent by Julie

Security & Issues:

- If your card is declined, contact Connie, James or Julie.
- For JPMC unusual activity alerts, contact JPMC and the PCARD Help Desk
procurement_pcard_help_desk@Mail.Colostate.edu right away.

Compliance & Audit Considerations**To maintain compliance with CSU policy and Uniform Guidance:**

- Always provide full business purpose details.
- Verify all supporting documentation is complete, attached, and readable.
- Use proper account codes and ensure allowability for sponsored projects.
- Keep communication transparent with accounting for any unusual situations (tax, declined card, high tips, travel exceptions).

Common Object Codes**62xx GENERAL EEXPENSES****6200 BUDGET OTHER OPERATING EXPENSES**

Budget pool for supplies expense. Budget transactions only. Expense should not be recorded in this object code.

6201 GENERAL SUPPLIES

Cost of supplies not specifically identified in another supplies object code (62XX).

6202 REPAIR PARTS + SUPPLIES

Cost of repair parts and supplies for university owned equipment.

6203 PRINTING+COPYING SUPPLIES

Cost of supplies necessary for printing, photocopying and fax operations, including paper and toner.

6204 PHOTO/VIDEO SUPPLIES

Cost of supplies for photography and videos.

6205 PROMOTIONAL ITEMS

Promotional items or memorabilia, such as mugs and hats, that bear the CSU logo or departmental symbol, etc.

6206 PHYSICAL LIBRARY MATERIALS

Costs of library books and periodicals in the Morgan Library collection. This object code is used exclusively by the library. Departments other than the Library should use object code 6207 to classify books and periodicals. For use in 13-64 funds only.

6207 BOOKS/PERIODICALS/SUBSCRIPTIONS

Costs of books, periodicals, magazines, journals, newspapers and subscriptions.

6208 OFFICE SUPPLIES

Cost of office supplies including paper & envelopes, filing & storage supplies, labels, index cards, tape, adhesives, mail room supplies, binders, desk sets, card files, calendars, appointment books and writing instruments.

6209 AGRICULTURAL SUPPLIES

Cost of agricultural supplies including seed, fertilizer, tools, pesticides, herbicides, fungicides, fencing, nursery stock and scales.

6210 NON-CAP EQUIP

To be used for purchases over \$5,000 with a short life expectancy (consumable). For example, a diamond cutting blade that would need to be replaced regularly.

6211 EDUCATIONAL SUPPLIES

Costs of classroom supplies.

6217 CUSTODIAL + LAUNDRY SUPPLIES

Cost of custodial or laundry supplies.

6225 COMPUTER HARDWARE/SOFTWARE

Cost of computer equipment/hardware (state or federally funded less than \$5,000) or computer software costing less than \$100,000. This includes personal computers, software, software licenses, PC supplies, security equipment, network equipment, printers, modems, scanners and plotters.

6601 GENERAL SERVICES

Cost of services not specifically identified in another services object code (6600-6699).

6602 MAINTENANCE SERVICES

Cost of maintenance services for university owned equipment including maintenance contracts.

6603 PRINTING + COPYING SERVICES

Cost of printing, photocopying or fax services.

6604 PHOTO/VIDEO SERVICES

Cost of photography or video services.

6605 NETWORKING CHARGES

Cost of internet access via CSU's campus backbone, billed by ACNS. The charges are based on the speed of the internet connection.

6606 COMPUTER SERVICES

Costs of computer, network or automated data processing services. And for internet connection while in travel status.

6611 PROFESSIONAL SERVICES

Cost of professional services including honorarium, audit and legal fees, ambulance services, police and security services, athletic officials, and entertainers. Cost of travel and subsistence in conjunction with these services are also included.

6612 CONSULTING AGREEMENT

Cost of consulting agreements including consultations, advisory services, implementation services, product services, transaction services, and staff & support services where the service is for professional or highly technical assistance to the University.

6614 OFFICE OF CONFERENCE SERVICES

Cost of services provided by the Office of Conference Services. For use by Conference Services within the CONFER subfund only.

6615 ADVERTISING + PUBLICITY

Advertising and marketing costs for the recruitment of personnel, procurement of goods and services, disposal of scrap or other specific purposes required by the terms of a sponsored agreement.

6617 MONTHLY EQUIPMENT CHARGE

Rental expense for cellular phones, gas cylinders and other items with a monthly fee or charge.

6618 CELL PHONES

Charges for cellular phone services including airtime, roaming and long distance.

6619 TELEPHONE SERVICE

Charges for local service, installations, equipment rentals, and voice mail services.

6623 DELIVERY/PACKAGING

Charges for overnight delivery services.

6630 DUES/MEMBERSHIPS - INDIVIDUAL

Cost of dues or memberships in social, athletic, and country clubs, civic and community organizations and individual memberships in business, technical and professional organizations.

6631 DUES/MEMBERSHIPS - INSTITUTION

Costs of institutional dues or memberships in business, technical and professional organization

6649 AUTHORIZED BUSINESS FUNCTION

Cost of activities, conferences or meetings sponsored and conducted by the University for the primary purpose of carrying out institutional business related to instruction of students, research, public service, outreach or administration. Normally costs associated with authorized business functions are limited to those for food and beverages. Travel associated with authorized business functions should use the 6000-61xx travel object codes. Requires proper approved justification in 21 accounts (RECHAR subfund). If the authorized business function expense is related to services, please use object code 6749.

6650 ALCOHOL EXPENSE

Cost of alcoholic beverages. Service of alcoholic beverages can easily create the appearance of a mis-use of public resources. Therefore, only approved funding sources (accounts 2602000-2799990 or 6430000-6499990) may be utilized to purchase alcoholic beverages for authorized business functions.