

COLORADO STATE UNIVERSITY PURCHASING MANUAL

I. POLICY

It is State policy that State Intergovernmental billing and accounting procedures be used to process direct billing purchases and sales of materials and services between the various agencies of the State. Institutions of higher education that transmit summary financial data to Colorado Financial Reporting System (COFRS) from its own internal accounting system are EXEMPT from using the COFRS Intergovernmental Transaction (IT), EXCEPT when transacting business with the Direct Billing Agencies listed in II. B. below.

II. USE OF INTERGOVERNMENTAL ACCOUNTING PROCEDURES

A. Purchases. University departments should use Central Stores requisitions to obtain state forms, booklets, etc. from Colorado Correctional Industries. These requisitions are available from Business & Financial Services.

B. Direct Billing Agencies that may impact CSU with ITs include:

ADA General Government Computer Center

AEA Division of Central Services

1. Printing
2. Graphics
3. Copiers
4. Quick Copy
5. Motor Pool
6. State Garage
7. Fleet Management
8. Mail Service
9. Microfilm

AHA Division of Telecommunications

1. Long Distance
2. Digital Data Network

CFA Correctional Industries

1. Central Stores ONLY

LAA Department of Law

III. DESCRIPTION OF INTERGOVERNMENTAL SYSTEM

A. The Intergovernmental Accounting system uses an IT on COFRS and eliminates the use of statements and checks for the above mentioned direct billing agencies. These are continuing service agreements and are "direct charged" on a monthly basis.

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IV. PROCEDURES

Since a limited number of University departments deal with State agencies for purchase or sale of materials or services, Business & Financial Services has been designated to provide departments with necessary information, assistance and forms to process documents for collection and payment.

University departments expecting to make purchases from or sales to other State agencies should contact Business & Financial Services prior to initiating the transaction.