

COLORADO STATE UNIVERSITY-PUEBLO
Financial Procedure Instructions
FPI 3-2

1. **Procedure Title:** Revenue Contracts – Use of Purchase Orders to Purchase University Services
2. **Procedure Purpose and Effect:** Periodically, clients or customers of the University wish to purchase services from the University by using a purchase order. This procedure delineates the process for obtaining approval to provide services under a client or customer purchase order.
3. **Application of Procedure:** This procedure applies to the department/lab wishing to provide the services.
4. **Exemptions:** None.
5. **Definitions:** None.
6. **Procedure Statement:**

Client/Customer purchase orders typically contain terms and conditions that are intended to bind the university to the obligations contained therein. Such documents must be reviewed and approved in the same manner as Services Agreements before the University provides services thereunder. All such purchase orders should be submitted to CSU-System General Counsel for review. Purchase orders will be approved by original signature. It is at the Reviewing Attorney's discretion to determine whether the University would be better served by requiring a Services Agreement in lieu of the purchase order.

7. **Reference and Cross-References:** None.
8. **Forms and Tools:** None.