

**INTRODUCTION TO *THE GUIDE***

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## INTRODUCTION TO *THE GUIDE*

### I. CHAPTER 1 – INTRODUCTION

The purpose of this chapter is to orient employees to the organization and content of *Departmental Financial Management Guide*, commonly referred to as *The Guide*. This chapter also discusses the procedures used to update the information contained in *The Guide*.

### II. GENERAL INFORMATION ABOUT *THE GUIDE*

*The Guide* is published by the Campus Controller's Office (CCO) and is designed to provide employees of the University of Colorado Boulder with convenient access to the policies and practices associated with campus financial operations. *The Guide* presents policy statements to aid in decision-making and procedural steps for process implementation. *The Guide* addresses, in a comprehensive manner, the responsibilities to be carried out by employees who have finance duties as part of their job. To this end, the content of *The Guide* emphasizes internal controls, accounting operations, and budgeting functions. *The Guide* also makes reference to procurement-related processes such as purchasing, Procurement Card, payables, and travel. To access the most current and comprehensive information about these topics, visit the Procurement Services Center (PSC) website <https://www.cu.edu/psc>. The goal is to make the contents and organization of *The Guide* as clear and user-friendly as possible.

### III. REVISIONS AND UPDATES TO *THE GUIDE*

The policies and procedures contained in *The Guide* are subject to modification. Although *The Guide* initially was issued in hard-copy format, all revisions are available online: <http://www.colorado.edu/controller/policies/departmental-financial-management-guide>. It is the responsibility of each department to access the new material, print it, and file it in the appropriate section of the departmental copy of *The Guide*.

### IV. KEEP CURRENT WITH CAMPUS FINANCIAL NEWS

Departmental staff is advised to check the CCO website regularly to receive updated information about campus financial policies and practices, and to stay apprised of important accounting and budget deadlines. The homepage of the CCO website is <http://www.colorado.edu/controller/>. It also links to a list of customer support personnel within the CCO office known as Area Accountants for general accounting issues, or Grant Accountants for sponsored projects matters. Departments are encouraged to communicate directly with these individuals as questions arise.