Cardholder Application - Procurement Card (CA-PC) [1]

The Cardholder Application form is also used to apply for Managed Spend Card accounts.

Effective Date: 09/11/2023 (see below for changes effective February 12, 2024)

Purpose:

To identify and process an application for a new cardholder for the corporate-liability Procurement Card or the Managed Spend Card in accordance with the Procurement Card Handbook. A cardholder can be either an employee or affiliate fiscal staff.

Required Training:

All Procurement Card and Managed Spend Card applicants are required to complete the following online Skillsoft [2] courses before an application will be processed:

- Procurement – Purchasing & Contract Management [3] (_scorm12_cu_a00109_0001)
- Fiscal Code of Ethics [4] (_scorm12_cu_f00001_0001)
  - Or, for University Officers, Fiscal Code of Ethics – Officers [5] (_scorm12_cu_f00002_0001)
- Procurement Card Cardholder Training [6] (_scorm12_cu_u00053_0001)

To expedite application processing, it is recommended that all training be completed before the cardholder's application is submitted.

Procurement Card Application Process

Procurement Card applications are processed electronically via Request in the Concur Travel and Expense Management System [7]. Applications submitted in Concur Request [8] will route electronically for approvals in the system. Managed Spend Card applicants will utilize Concur Request for submissions.

Source URL:https://www.cu.edu/psc/forms/cardholder-application-procurement-card-ca-pc

Links
[1] https://www.cu.edu/psc/forms/cardholder-application-procurement-card-ca-pc
[2] https://www.cu.edu/employee-services/professional-growth-training/training-services/skillsoft
[3] https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_c
[4] http://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_cu
[5] https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_c
[6]

https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_c

[7] https://www.concursolutions.com/home.asp

[8] https://pschelp.cu.edu/s/topic/0TO8b000000PAoOGAW/concur-request