



University of Colorado

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## PROCUREMENT SERVICE CENTER

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[Home](#) > Purchasing Services

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## Purchasing Services <sup>[1]</sup>

### Buying Goods and Services for the University

There are several ways that goods and services may be purchased, depending on what is being purchased and the dollar amount and/or nature of the purchase(s):

- Purchase(s) of \$10,000 or less
- Purchase(s) of more than \$10,000

When the total purchase - including shipping - is \$10,000 or less, a campus department is authorized to purchase using one of the methods of procurement outlined below. There are some exceptions to this: For example, purchases from catalog suppliers up to \$25,000 can be finalized in the Marketplace by the campus department. The method varies depending on the nature of the specific purchase.

#### CU Marketplace - Purchase Order

This is a purchase order created and approved in the CU Marketplace by the campus department prior to an order being placed. You use it for non-catalog purchases up to \$10,000, and for catalog purchases up to \$25,000.

#### Procurement Card

You should use the University VISA card as appropriate for your small-dollar purchases. The single purchase limit is \$5,000 for general cardholder use. Exceptions up to \$10,000 single purchase limit may be granted on a limited basis with approval from the campus controller. You cannot use the card for everything - some items are prohibited. For a current listing of prohibited purchases, see the Procurement Card Handbook.

#### Payment Voucher (PV) or Payment Authorization (PA) form

Use these to authorize payment for purchases not requiring a commitment voucher (i.e., the Procurement Card or a purchase order). You can only use the PV or the PA to pay for the specific goods and services - in the specified dollar amounts - listed in the PSC Procedural Statement Payment Voucher/Authorization. The Payment Voucher is an online form in CU

Marketplace. The Payment Authorization is a paper form, obtainable from the PSC Forms website.

## **Personal Payment and Reimbursement**

In some cases, individuals can be reimbursed for purchases of goods. **Note:** Reimbursements should not be the usual way that the department obtains goods.

Reimbursement of goods is limited to \$5,000 and is further limited to commodities not covered by university price agreements (see [Commodity and Purchasing Agent Listing](#) [2]) unless prompted by critical business need, i.e., unexpected/essential purchase that could not be deferred to normal business hours and business processes?this situation must be documented on the reimbursement request.

A personal payment for services, cash awards, donations, or study subject payments will not be reimbursed.

When the total purchase - including shipping - is over \$10,000, a PSC purchasing agent usually needs to finalize the order. There are some exceptions to this: For example, purchases from catalog supplier up to \$25,000 can be finalized in the Marketplace by the campus department.

## **CU Marketplace - Requisition**

The requisition is an online request created and submitted in the CU Marketplace by the campus department. The requisition initiates action by the purchasing agent. Issuance of a Purchase Order (PO) by the purchasing agent is your authorization to proceed with receiving the goods or services.

## **CU Marketplace - Standing Purchase Order Requisition**

The SPO requisition is also an online request in the Marketplace. SPOs are used for repetitive purchases or for services provided by a non-catalog supplier over a specific period of time (e.g., personal services contracts). The SPO requisition initiates action by the purchasing agent. Issuance of a Purchase Order by the purchasing agent is your authorization to order directly from the supplier, during the specified time period and within the specified dollar limits.

## **Payment Voucher (PV) or Payment Authorization (PA) form**

Use these to authorize payment for purchases not requiring a commitment voucher (i.e., the Procurement Card or a purchase order). You can only use the PV or the PA to pay for the specific goods and services - in the specified dollar amounts - listed in the PSC Procedural Statement Payment Voucher/Authorization. The Payment Voucher is an online form in CU Marketplace. The payment Authorization is a paper form, obtainable from the PSC Forms website.

## **The Bottom Line**

All purchases must be made in accordance with the University of Colorado Procurement

Rules as well as any other applicable authority to ensure accountability to the public and fairness to the supplier. Any person employed by the University of Colorado who purchases goods and services, or is involved in the purchasing process, for the University, is bound by the Procurement Code of Ethics. The goal of Purchasing Services is to assist you in efficiently obtaining the best value for every dollar, while complying with applicable rules.

The University of Colorado, as a public institution of higher education of the State of Colorado, is exempt from all federal excise taxes and from all Colorado State and local government sales and use taxes.

A commitment voucher (CU Marketplace Purchase Order or Procurement Card) is required to purchase an item from a supplier except in specific situations.

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**Source URL:** <http://www.cu.edu/psc/purchasing-services>

**Links:**

[1] <http://www.cu.edu/psc/purchasing-services>

[2] <http://www.cu.edu/psc/commodity-listing>