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PROCUREMENT SERVICE CENTER

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Reconciling Procurement Card with Concur ^[1]

General information on the Procurement Card is available on the [Procurement Card Page](#) ^[2], including the [Procurement Card Handbook](#) ^[3].

Refer to the Quick Reference Guide [The Expense Report Process](#) ^[4] for a graphic overview of the expense report process from start to finish.

Step 1 - Creating the Expense Report

[Creating the Expense Report](#) ^[5]

Step 2 - Adding Expenses

[Step 2a - Overview of Adding Expenses](#) ^[6]

[Step 2b - Adding Procurement Card Expenses](#) ^[7]

Step 3 - Allocating Expenses

[Allocating Expenses](#) ^[8]

Step 4 - Attaching Documents

[Step 4a - Attaching Documents Using the Available Receipts Area](#) ^[9]

[Step 4b - Attaching Documents by Scan](#) ^[10]

[Step 4c - Attaching Documents by Fax](#) ^[11]

[Delegates: Emailing Receipts to the Available Receipt Area](#) ^[12]

Want to go mobile with Concur?

Access Concur from your mobile device with Concur Mobile. You can also organize all aspects of your travel with Triplt Pro.

[It's easy! Find out how ?](#) [13]

Step 5 - Setting the Approval Flow

[Setting the Approval Flow](#) [14]

Step 6 - Submitting Expense Reports

[Submitting Expense Reports](#) [15]

Did you take the online Procurement Card courses?

- There are online courses available that guide you through the Procurement Card process.
- After completing the online courses, customized in-person training can be requested to suit your department's needs.

[Learn about these online courses ?](#) [16] [Learn about in-person training ?](#) [17]

Related Resources

- [Access & Training Requirements Guide](#) [18]
 - [Creating Email Rules in Microsoft Outlook](#) [19]
 - [Working in the Concur Travel & Expense System](#) [20]
 - [Removing Reconciled Trips from Concur Trip List](#) [21]
 - [Concur Transactions and Your Financial Statements](#) [22]
 - [Acting as a Delegate or Travel Arranger](#) [23]
 - [Identifying Delegates](#) [24]
 - [Approving Expense Reports](#) [25]
 - [Approvers: Viewing Approved Expense Reports](#) [26]
 - [Reports in Concur](#) [27]
 - [Delegates: Emailing Receipts to Receipt Store](#) [12]
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Links:

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- [2] <http://www.cu.edu/psc/procurement-card-1>
- [3] <http://www.cu.edu/psc/procurement-card-handbook>
- [4] <http://www.cu.edu/psc/policies/concur-expense-report-process>
- [5] <http://www.cu.edu/psc/policies/step-1-%E2%80%93-creating-procurement-card-expense-report>
- [6] <http://www.cu.edu/psc/training/step-2a-overview-adding-expenses>
- [7] <http://www.cu.edu/psc/training/step-2b-adding-procurement-card-expenses>
- [8] <http://www.cu.edu/psc/training/allocating-expenses>
- [9] <http://www.cu.edu/psc/training/step-4a-attaching-documents-scan>
- [10] <http://www.cu.edu/psc/training/step-4b-attaching-documents-fax>
- [11] <http://www.cu.edu/psc/training/step-4c-attaching-documents-receipt-store-individual-expenses>
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- [23] <http://www.cu.edu/psc/training/acting-delegate-or-travel-arranger>
- [24] <http://www.cu.edu/psc/policies/identifying-expense-delegates-concur-travel-expense-system>
- [25] <http://www.cu.edu/psc/policies/approving-expense-reports-concur-travel-expense-system>
- [26] <http://www.cu.edu/psc/policies/approvers-viewing-approved-expense-reports>
- [27] <http://www.cu.edu/psc/reporting-concur-travel-expense-system>