

Resources for Procurement Card Cardholders and Approving Officials ^[1]

PSC Website

The [PSC website](#) ^[2] contains information on procurement policies, procedures, and instructions, including:

- Procurement Card Handbook
- Procurement Rules
- How to Buys by commodity

[Launch the Procurement Card Approving Official Training.](#) ^[3]

[Launch the Procurement Card Cardholder Training.](#) ^[4]

Procurement Card Application

An application for the [Procurement Card](#) ^[5] can be submitted in Concur Request. Online training is required before the [Procurement Card](#) ^[5] can be issued. For more information, please refer to the [Procurement Card application](#) ^[5] page.

Expense Delegates

Expense delegates can help reconcile your Procurement Card expenses – as well as your travel expenses – on your behalf. Step-by-Step instructions are available for [identifying your delegates](#). ^[6]

Reconciling Your Procurement Card Expenses

Step-by-Step Guides are available on the [Concur – Reconciling Procurement Card Learning Resources](#) ^[7] page, specifically:

- Step 1 – Creating the Expense Report
- Step 2 – Adding Expenses
- Step 3 – Allocating Expenses
- Step 4 – Attaching Documents
- Step 5 – Setting the Approval Flow
- Step 6 – Submitting Expense Reports

Also, the online course “Concur: Reconciling Procurement Card” is available to guide you (or your delegate) through the process..

CU Marketplace

CU Marketplace is the University's preferred method of procurement for all purchases. [Learn more about CU Marketplace](#) [8]>>

Source URL:<https://www.cu.edu/psc/resources-procurement-card-cardholders>

Links

[1] <https://www.cu.edu/psc/resources-procurement-card-cardholders> [2] <https://www.cu.edu/node/379>

[3] <https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=6078>

[4]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=7086>

[5] <https://www.cu.edu/psc/forms/cardholder-application-procurement-card-ca-pc>

[6] <https://pschelp.cu.edu/s/article/Concur-Expense-Identifying-Delegates-in-Concur>

[7] <https://www.cu.edu/psc/reconciling-procurement-card-concur> [8] <https://www.cu.edu/psc/cu-marketplace>