

# IT Procurement Checklist



University of Colorado

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PROCUREMENT SERVICE CENTER

## IT Purchases 10K and Under

STOP and DO NOT proceed if any of the following exists:



- Supplier documentation has a *link* to terms and conditions or has terms and conditions included.** **Note:** suppliers almost always include links, so review documentation for hidden links or reference to terms and conditions. Purchasing is the only department that has signing authority.
- Supplier requires approval of their CLICK THROUGH agreement** online or via a renewal. Purchasing MUST review prior to approval.
- Purchase requires Risk and Compliance Review** (examples include, but are not limited to, digital interface, software, licenses, or systems that can store, manage, control, manipulate or retrieve information/data for human interaction, including videos, platform, web content/web development, and communications products)
- Purchase involves Credit Card processing/Merchant Account/Services setup “PCI”** – Alisha Cash Palas from Treasurer’s Office must approve **first**.

## Steps for IT purchases under \$10,000

- Contact the respective Purchasing Agent responsible for this [Commodity](#)
- Email the Purchasing Agent:**
  - The **FINAL** Risk and Compliance/ICT/Compliance results email, *if* applicable.
  - All supporting documentation such as renewal, scope of work, unsigned contract, quote...etc. Purchasing must have supporting documentation in order to process properly.
  - The underlying/original agreement, IF applicable.** Please check the term of the contract to ensure it is an *active* contract. **\*Please note:** Pre **2010** contracts will require our contracts team to update our University terms and conditions.
  - The suppliers contract contact including contact name and email address,** when applicable. This ensures Purchasing is contacting the correct person, which helps expedite the request.
- IF** the underlying is still active, **please request the supplier reference the underlying agreement** on any supporting documentation mentioned above, when applicable.
- The purchase order (PO) will be issued once the **Contract has been Executed** **OR** Purchasing has **provided approval to proceed.**



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## Steps for IT Purchases \$10k and greater

**Submit Requisition**

**Attach:**

- The *FINAL* Risk and Compliance/ICT/Compliance** results email to requisition, *if* applicable.
- All supporting documentation** such as **renewal, scope of work, unsigned contract, quote...etc.** to Requisition. Purchasing must have supporting documentation in order to process properly.
- The underlying/original agreement, *IF* applicable to Requisition.** Please check the term of the contract to ensure it is an *active* contract. **\*Please note:** Pre **2010** contracts will require the contracts team to update the University's terms and conditions.
- Supplier's Price Cost Analysis** email, unless otherwise stated on the supplier documentation.
- IF* the underlying is still active, please request the supplier reference the underlying agreement** on any supporting documentation mentioned above, when applicable. Purchasing can assist.
- Include the suppliers contract contact such as contact name and email address**, when applicable. This ensures Purchasing is contacting the correct person, which helps expedite the request.
- Reference old PO/SPO**, when applicable.
- Ensure you are using the correct **commodity code**. If you are using a consultant, but they will have access to our systems, websites, or any data, please use commodity code 21 "IT Professional Services".
- PO ISSUED** by Purchasing.