

# 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 \$10K and Under

- Contact the respective Purchasing Agent responsible for this [Commodity](#)
- Create a Small Dollar Contract Request Form with the following documents:**
  - 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. **\*Note:** Pre **2020** contracts will require our contracts team to update our University terms and conditions.
  - The suppliers contract contact including contact name and email address.** This ensures Purchasing is contacting the correct person, which helps expedite the request. **\*Note:** providing the Purchasing Agent with generic email addresses will result in multiple delays.
- IF** the underlying is still active, **please request the supplier reference the underlying agreement** on any supporting documentation mentioned above, when applicable.
- Purchasing Agent will notify department when the **Contract has been Executed**. Department takes the fully executed contract to issue a PO or purchase via P-Card.



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## IT Purchases Between \$10K and \$150K

### Steps for IT Purchases between \$10K and \$150K

- 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.
  - SSPR Form**
  - 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 **2020** contracts will require the contracts team to update the University's terms and conditions.
- 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.