With fiscal year-end deadlines quickly approaching, the PSC IT Purchasing Team would like to inform campuses on how to streamline upcoming purchases. Please see the following information:

**IT Security Compliance & Lead Time**

- All purchases and adoptions for all information and communication technology regardless of the cost or funding source require security and compliance review. The review process can take between 2-8 weeks. Any upcoming purchases should submit a review request to their respective campuses now to avoid delays.
  - CU System
  - CU Boulder
  - UCCS
  - CU Denver/Anschutz
- Security and compliance reviews are required for both net new purchases AND renewals.
- Required Supporting Documents - Over $10K
  - All requisitions over $10,000 require the following documentation:
    - A quote, scope of work, contract, or other pricing documentation to confirm requested pricing.
    - Completed security and compliance review (the completed review contains specific recommendations on contractual language for the PSC to incorporate).
    - The completed SSPR form, or one of the following if the form is not applicable:
      - An internal note regarding the utilization of a Cooperative Agreement, and which one is to be used.
      - An internal note stating if this is a Standard Sole Source, and which one is to be used.
      - The requisition is submitted on the Sole Source Form in Marketplace only if there is one sole supplier who can provide the good or service.
- If you have any questions regarding which form to use in Marketplace, please contact the PSC Help Desk for guidance at PSC@cu.edu. The most common form types and when/how to use them can be found below:
  - Non-Catalog Form
    - Used for purchases where there will only be one invoice that matches the form exactly.
    - Non-Catalog Forms can only receive one invoice; if you anticipate multiple invoices, use the SPO form.
- **Sole Source Form** [10]
  - Used for purchases where only one supplier can provide the good or service.
- **Standing Purchase Order (SPO) Form** [13]
  - Used for purchases where there will be multiple invoices over a period of time.
  - Note there is a SPO Sole Source Form; you will use this in the instance you need a SPO that is also a valid sole source.
- **SPO - Sponsored Project Subcontract Form** [14]
  - Used for purchases where there will be multiple invoices over a period of time, where there is a subcontract.
  - A subcontract is involved when the University plans to purchase services from an external supplier (e.g., another university) with funds from an external sponsor (e.g., the National Institutes of Health).

**Small Dollar Contract Request - $10K and Under**

- The following information must be provided when submitting a Small Dollar Contract Request form [15]:
  - A quote, scope of work, contract, or other pricing documentation to confirm requested pricing.
  - Completed security and compliance review (the completed review contains specific recommendations on contractual language for the PSC to incorporate).
  - Any internal reviews, department emails, or any other documents that will help the purchasing agent with the contract review.
  - Note that when providing supplier contact information, a specific individual with the company should be provided to avoid processing delays. General supplier email addresses, or email addresses associated with ticketing platforms (@tripleseat, @salesforce, etc.) will most likely result in delayed processing.

**FYE** [16]

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**Links**

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