Published on *University of Colorado* (https://www.cu.edu)

Guide for Submitting Small Dollar IT Purchase Requests [1]

January 14, 2026 by Staff [2]

To help streamline processing and avoid delays, please follow these guidelines when submitting small dollar IT requests:

1. Submit in advance

Submit requests **35–60 days before** the renewal or desired start date. This provides sufficient time for review, including legal sufficiency checks on the supplier's required terms and conditions.

2. Monthly subscriptions

If the purchase is a monthly subscription, notify PSC when submitting your request so we can handle it appropriately. You can notify us by including a screenshot or quote, or by adding the information in the "Contract Details" section of the Small Dollar Request form.

Before submitting, please confirm whether the supplier offers an annual payment option instead of monthly billing. Research your payment options and include that information in your request.

3. Include complete documentation

Always attach:

- At a minimum, if you cannot obtain a quote from the supplier, provide a screenshot showing what is being procured (including product description and quantity).

- The supplier's Terms and Conditions.
- Your campus security and compliance final assessment results (including any attachments).
- If this is a renewal and PSC previously negotiated terms, attach a copy of the original contract or amendment for reference. This is in addition to completing the renewal fields in the "Contract Details" section of the form.

4. If the supplier does not accept a PO

That's okay, just provide PSC with all required information and documentation listed in #3.

5. If the purchase has already occurred

- **Do not submit after payment/renewal** - PSC cannot negotiate terms after the fact.
- Submit **renewal requests 35–60 days** before the renewal or desired start date.

- In the “**Contract Details” section**, select “Renewal”, provide the prior PO or Contract Number, and include how long the license has been in place.
- A current **security and compliance review** is required for all renewals.
- If PSC previously negotiated terms, a**ttach a copy of the original contract or amendment** with your request.

6. PSC can help

If you encounter issues or need an alternative solution or supplier, PSC is here to assist.

Please reach out early so we can explore options together.

Questions? Contact PSC at PSC@cu.edu [3] for guidance. Thank you for helping us keep IT purchases compliant and efficient!

Send email when Published:
Yes

Source URL:https://www.cu.edu/blog/psc-communicator/guide-submitting-small-dollar-it-purchase-requests

Links
[1] https://www.cu.edu/blog/psc-communicator/guide-submitting-small-dollar-it-purchase-requests
[2] https://www.cu.edu/blog/psc-communicator/author/69272 [3] mailto:PSC@cu.edu