

# **Guide for Submitting Small Dollar IT Purchase Requests** <sup>[1]</sup>

January 14, 2026 by [Staff](#) <sup>[2]</sup>

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, **attach 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](mailto:PSC@cu.edu) <sup>[3]</sup> for guidance. Thank you for helping us keep IT purchases compliant and efficient!

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