

IT Procurement Guidance Tool Release [1]

August 16, 2022 by [Staff](#) [2]

The Procurement Service Center is excited to release the new IT Procurement Guidance tool to campus customers. This tool is intended to be informational and is linked to our [IT Procurement](#) [3] website. The tool will help identify whether an IT purchase requires a contract review and provides a list of items needed when submitting the contract for review or for a purchasing request. It is not intended to be a workflow step or to otherwise create a "deliverable" for the PSC, only to guide our customers who are currently unsure of the first steps in the IT procurement process.

***Please note** - before beginning any IT procurement, you should always connect first with your campus IT department so they can verify if an existing agreement or service is available to meet your needs. If not, they will provide you with campus specific purchasing processes that must be followed prior to the PSC's procurement processes.

[IT Procurement Guidance Tool](#) [4]

[IT Procurement](#) [5], [Contracts](#) [6]

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Links

[1] <https://www.cu.edu/blog/psc-communicator/it-procurement-guidance-tool-release>

[2] <https://www.cu.edu/blog/psc-communicator/author/69272>

[3] <https://www.cu.edu/psc/procurement/information-technology-procurement> [4] <https://www.cu.edu/psc/it-procurement-guidance> [5] <https://www.cu.edu/blog/psc-communicator/tag/it-procurement>

[6] <https://www.cu.edu/blog/psc-communicator/tag/contracts>