**Resources for Concur - Reconciling Procurement Card** [1]

The following information is supplemental to the Concur - Reconciling Procurement Card Skillsoft course and may be helpful as you reconcile Procurement Card Expenses.

**PSC Website**

The PSC website contains information on procurement policies, procedures, and instructions, including [The Procurement Card Handbook](https://www.cu.edu) [2].

**The Procurement Card**

The Procurement Card is a VISA card, issued by US Bank and used by University of Colorado staff, faculty, students, and affiliates to purchase small-dollar items for University use. The single purchase limit is $5,000 for general cardholder use. Exceptions up to $10,000 single purchase limit may be granted on a limited basis with approval from the campus controller. The authorized cardholder is able to purchase directly on behalf of CU, thereby allowing tax-exempt use. Transactions are paid directly by the University to the bank.

**Take the courses**

Online courses are required before the Procurement Card can be issued. For more information see [Access & Training Requirements](https://www.cu.edu).

The courses are delivered online in Skillsoft. Log in to your campus portal and on the CU Resources Home tab, click the Skillsoft tile.

**Launch the Concur - Reconciling Procurement Card course.** [3]

**Complete the form**

When you’ve completed the required trainings, complete the Procurement Card application, available on the [PSC Forms](https://www.cu.edu) page.

**Your Concur Profile**

Your Procurement Card limits, billing address, Approving Official, and default SpeedType are listed under the Expense Information section of your profile.

Your profile is also where you’ll identify expense delegates. A delegate is an individual authorized to process expense reports on behalf of another person in Concur. [Learn how to identify delegates](https://www.cu.edu) [5].
Concur Travel & Expense Learning Resources

How-to videos and instructions [6] are available online to assist you in creating your expense report.

PSC COMMUNICATOR Newsletter

The PSC newsletter [7] frequently includes information on procurement.

Source URL: https://www.cu.edu/psc/concur-resources-reconciling-procurement-card

Links
[1] https://www.cu.edu/psc/concur-resources-reconciling-procurement-card
[4] https://www.cu.edu/psc/forms-0
[7] https://www.cu.edu/psc/newsletter