IT Purchases with the Procurement Card [1]

What's Changing – and Why

The PSC is updating guidance for IT purchases made with the Procurement Card (PCard). We're working closely with campus leaders to ensure these purchases align with university policy, IT security standards, and strategic sourcing—while keeping things practical and efficient for departments.

Our goals are to:

- Clarify what can and can't be purchased using a PCard.
- Help departments stay compliant while maintaining efficient operations.
- Provide updated policies, targeted training, and helpful reminders in Concur on procurement policies and procedures.

Action Required

In support of these changes:
- **New applications** for cardholders and AOs will be required to complete the new, additional IT Procurement training course beginning on **July 11, 2025**
- **All Procurement cardholders and Approving Officials (AOs)** will be required to complete this course by **September 1, 2025.**

This short course will address the most compliant and efficient ways to purchase IT at CU.

Release date expected July 11, 2025.

Important Dates

- July 11, 2025
    - New CU: IT Procurement training course available in Percipio
    - Preview of PCard Handbook updates
    - Preview of Concur warning messages
    - Updates to existing PCard and AO training courses in Percipio go live
- September 1, 2025
    - New IT Procurement Card purchase policies take effect
    - Deadline for all Cardholders and AOs to complete new training
    - Update to PCard Handbook is official
    - Concur warning messages on all IT Expense Types go live

Trainings

Percipio Skillsoft:

- PCard Training –- This course will be updated with IT policy changes and will be available to new trainees on July 11, 2025.
- Approving Official -– This course will be updated with IT policy changes and will be available to new trainees on July 11, 2025.
- New IT Procurement Course -– Required course for all Procurement Card holders and Approving Officials – available July 11, 2025

Tools & Resources

- IT Procurement [2] – The PSC's IT Procurement page provides detailed information on how to procure IT goods and services including links to existing agreements, campus specific resources, and How-To guides for various commodities.
- Master Service Agreements (MSAs) [3] – This Commodity Listing page contains the most up-to-date information on available agreements for campus departments.
- Campus-Specific IT Procurement Information – Each campus has additional guidance on IT Procurement for campus employees. Additional campus specific information will be included here in the coming weeks. Please consult your campus IT department for specific questions in the meantime.
- Procurement Card Handbook – Preview of policy changes coming soon on July 11th, 2025. New policies and guidance regarding IT purchases will be available to support cardholders and Approving Officials.
- Concur Warnings on IT Expense Types- Preview coming soon on July 11th, 2025. These warnings will be present during reconciliation of purchases, and will facilitate increased education, understanding, and correction for future purchasing.
- Office Hours [4]– If you have questions, come chat with us on Zoom.

How to Buy IT Goods and Services

- 21. IT Professional Services
- 22. IT Hardware & Maintenance
- 23. IT Software & Maintenance

21.01 IT Consulting & Developers How-to-Buy IT Consulting and Developers [5]

21.02 IT Staff Augmentation How-to-Buy IT Staff Augmentation [6]

21.03 IT Services – Other How-to-Buy IT Services Other [7]

22.01 Computer Data Storage Management Systems How-to-Buy Computer Data Storage Management Systems [8]

22.02 Computer Equipment & Accessories How-to-Buy Computer Equipment and Accessories [9]

22.03 IT Hardware & Maintenance – Other How-to-Buy IT Hardware and Maintenance Other [10]

23.01 Artificial Intelligence (AI) Software How-to-Buy Artificial Intelligence AI Software [11]

23.02 Business Intelligence & Data Analysis Software How-to-Buy Business Intelligence and Data Analysis Software [12]

23.03 Cloud Computing Software & Services How-to-Buy Cloud Computing Software and Services [13]

23.04 Computer Game / Entertainment Software How-to-Buy Computer Game Entertainment Software [14]

23.05 Customer Relationship Management (CRM) Software How-to-Buy Customer Relationship Management CRM Software [15]

23.06 Educational Software How-to-Buy Educational Software [16]

23.07 Enterprise Resource Planning ERP Software How-to-Buy Enterprise Resource Planning ERP Software [17]

23.08 IT Software Maintenance & Support How-to-Buy IT Software Maintenance and Support [18]

23.09 Medical Software How-to-Buy Medical Software [19]

23.10 Network Management Software How-to-Buy Network Management Software [20]

Have Questions or Feedback?

Email the PSC [21] or join an upcoming office hours session (Zoom details coming soon). We're here to support you with this Procurement Card policy update designed to increase IT purchase compliance across the campuses.

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Sub Title:
New Controls and Guidance

Source URL:https://www.cu.edu/psc/it-purchases-procurement-card

Links
[1] https://www.cu.edu/psc/it-purchases-procurement-card [2]
https://www.cu.edu/psc/procurement/sourcing/it-procurement
[3] https://www.cu.edu/psc/procurement/sourcing/commodity-listing [4] https://www.cu.edu/psc/events
[5] https://pschelp.cu.edu/s/article/How-to-Buy-IT-Consulting-and-Developers
[6] https://pschelp.cu.edu/s/article/How-to-Buy-IT-Staff-Augmentation [7]
https://pschelp.cu.edu/s/article/How-to-Buy-IT-Services-Other

[8] https://pschelp.cu.edu/s/article/How-to-Buy-Computer-Data-Storage-Management-Systems

[9] https://pschelp.cu.edu/s/article/How-to-Buy-Computer-Equipment-and-Accessories

[10] https://pschelp.cu.edu/s/article/How-to-Buy-IT-Hardware-and-Maintenance-Other

[11] https://pschelp.cu.edu/s/article/How-to-Buy-Artificial-Intelligence-AI-Software

[12] https://pschelp.cu.edu/s/article/How-to-Buy-Business-Intelligence-and-Data-Analysis-Software

[13] https://pschelp.cu.edu/s/article/How-to-Buy-Cloud-Computing-Software-and-Services

[14] https://pschelp.cu.edu/s/article/How-to-Buy-Computer-Game-Entertainment-Software

[15] https://pschelp.cu.edu/s/article/How-to-Buy-Customer-Relationship-Management-CRM-Software

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