

## **IT Purchases with the Procurement Card** <sup>[1]</sup>

### **What's Changing – and Why**

The PSC has updated guidance for IT purchases made with the Procurement Card (PCard). We worked closely with campus leadership 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 cannot 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:

**PCard holders and AOs who have not completed the IT Procurement Percipio training course should do so immediately.** Log in to Percipio via the employee portal to access the course.

### **Important Dates**

- July 11, 2025
  - New CU: [IT Procurement training course available in Percipio](#) <sup>[2]</sup>
  - Preview of PCard Handbook updates
  - Preview of Concur warning messages
- 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 (*all available now*):

- Pcard Training - This course has been updated for the new IT purchase guidance.
- Approving Official - This course has been updated for the new IT purchase guidance.
- New IT Procurement Course <sup>[2]</sup> (u00282) — Required course for all Procurement Card holders and Approving Officials. Log in to Percipio via the employee portal to access the course.

## Tools & Resources

- IT Procurement <sup>[3]</sup> – 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) <sup>[4]</sup> – 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. Please visit your campus page at:
  - Boulder: Standard Computer Hardware and Available Software <sup>[5]</sup>
  - UCCS: Computer and Software Purchasing for Faculty and Staff <sup>[6]</sup>
  - Anschutz and Denver: IT Procurement | Fiscal Compliance <sup>[7]</sup>
  - System Office: Office of Information Security <sup>[8]</sup>
- Procurement Card Handbook – On 9/1/2025, the following guidance was added to the Violations and Prohibited Transactions section of the Procurement Card Handbook:

### IT PURCHASES (INCLUDING HARDWARE, SOFTWARE AND SERVICES)

Effective 9/1/2025: Cardholders are prohibited from using the Procurement Card to purchase IT goods or services that are covered under an existing university agreement. This could be an enterprise-wide or campus-wide agreement, a mandatory price agreement, or a master services agreement. Additionally, cardholders cannot use the Procurement Card to make any IT purchases further prohibited by their campus.

Existing IT agreements can be reviewed on the PSC’s IT Procurement page as well as on the campus-specific page links listed below. Cardholders are expected to review existing agreements as well as information on campus-specific restrictions and allowability when considering making any IT purchase on their card.

?Any IT purchase that is eligible to be made on the Procurement Card must have all associated security, compliance, or contractual components reviewed before payment is completed. Refer to the PSC’s IT Procurement webpage <sup>[3]</sup> for additional guidance.

- Anschutz Medical Campus <sup>[7]</sup>
- Boulder Campus <sup>[5]</sup>
- Colorado Springs Campus <sup>[6]</sup>
- Denver Campus <sup>[7]</sup>
- System Administration <sup>[8]</sup>
- Concur Warnings on IT Expense Types - When Procurement Card expenses are reconciled using an IT Expense Type in Concur (i.e. Software, Computers, etc.), the following message will appear in the expense entry screen reminding cardholders of the limitations on IT purchases using a Procurement Card:

Procurement Cards are not to be used for the purchase of IT goods or services that are covered under an existing enterprise-wide or campus-wide agreement. Additionally, cardholders cannot use the Procurement Card to make any IT purchases further

- [Anschutz Medical Campus](#) <sup>[7]</sup>
- [Boulder Campus](#) <sup>[5]</sup>
- [Colorado Springs Campus](#) <sup>[6]</sup>
- [Denver Campus](#) <sup>[7]</sup>
- [System Administration](#) <sup>[8]</sup>
- [Office Hours](#) <sup>[10]</sup>— 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](#) <sup>[11]</sup>

21.02 IT Staff Augmentation [How-to-Buy IT Staff Augmentation](#) <sup>[12]</sup>

21.03 IT Services – Other [How-to-Buy IT Services Other](#) <sup>[13]</sup>

22.01 Computer Data Storage Management Systems [How-to-Buy Computer Data Storage Management Systems](#) <sup>[14]</sup>

22.02 Computer Equipment & Accessories [How-to-Buy Computer Equipment and Accessories](#) <sup>[15]</sup>

22.03 IT Hardware & Maintenance – Other [How-to-Buy IT Hardware and Maintenance Other](#) <sup>[16]</sup>

23.01 Artificial Intelligence (AI) Software [How-to-Buy Artificial Intelligence AI Software](#) <sup>[17]</sup>

23.02 Business Intelligence & Data Analysis Software [How-to-Buy Business Intelligence and Data Analysis Software](#) <sup>[18]</sup>

23.03 Cloud Computing Software & Services [How-to-Buy Cloud Computing Software and Services](#) <sup>[19]</sup>

23.04 Computer Game / Entertainment Software [How-to-Buy Computer Game Entertainment Software](#) <sup>[20]</sup>

23.05 Customer Relationship Management (CRM) Software [How-to-Buy Customer Relationship Management CRM Software](#) <sup>[21]</sup>

23.06 Educational Software [How-to-Buy Educational Software](#) <sup>[22]</sup>

23.07 Enterprise Resource Planning ERP Software [How-to-Buy Enterprise Resource Planning ERP Software](#) <sup>[23]</sup>

23.08 IT Software Maintenance & Support How-to-Buy IT Software Maintenance and Support [24]

23.09 Medical Software How-to-Buy Medical Software [25]

23.10 Network Management Software How-to-Buy Network Management Software [26]

## Have Questions or Feedback?

Email the [PSC](#) [27] 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.

## Working Group Participants

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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] [http://share.percipio.com/cd/MSYxXyl\\_m0](http://share.percipio.com/cd/MSYxXyl_m0)

[3] <https://www.cu.edu/psc/procurement/sourcing/it-procurement>

[4] <https://www.cu.edu/psc/procurement/sourcing/commodity-listing> [5] <https://oit.colorado.edu/software-hardware/standard-computer-hardware-and-software> [6] <https://oit.uccs.edu/services/personal-computing-and-devices/facstapurchasing> [7] <https://www.cuanschutz.edu/offices/fiscal-compliance/resources/it-procurement> [8] <https://www.cu.edu/security>

[9] <https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cu.edu%2Fpsc%2Fprocurement%2Fso%2Fprocurement&data=05%7C02%7CSophia.Lueth%40cu.edu%7C48aeb028dbb4432908b408ddae794b31%7Ce>

[10] <https://www.cu.edu/psc/events> [11] <https://pschelp.cu.edu/s/article/How-to-Buy-IT-Consulting-and-Developers> [12] <https://pschelp.cu.edu/s/article/How-to-Buy-IT-Staff-Augmentation>

[13] <https://pschelp.cu.edu/s/article/How-to-Buy-IT-Services-Other> [14]

<https://pschelp.cu.edu/s/article/How-to-Buy-Computer-Data-Storage-Management-Systems>

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

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

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

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

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

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

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

[22] <https://pschelp.cu.edu/s/article/How-to-Buy-Educational-Software> [23]

<https://pschelp.cu.edu/s/article/How-to-Buy-Enterprise-Resource-Planning-ERP-Software>

[24] <https://pschelp.cu.edu/s/article/How-to-Buy-IT-Software-Maintenance-and-Support>

[25] <https://pschelp.cu.edu/s/article/How-to-Buy-Medical-Software> [26]

<https://pschelp.cu.edu/s/article/How-to-Buy-Network-Management-Software> [27] <mailto:psc@cu.edu>