

IT Procurement ^[1]



- Established IT Agreements
- Department & Campus Agreements
- Enterprise Agreements

[2]

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IT Security Risk

— Outlines the process for campus specific security reviews

[3]

— Review the preferred methods for procuring IT good and services

[4]

Buy IT Services

information to our employees for goods and services through the University Purchasing Service Center (PSC). The PSC provides purchasing services for the University, Anschutz, and

The appropriate process for making IT purchases is available to university employees: CU Marketplace, the University's preferred vendor, or through Employee Reimbursement. The guidelines facilitate due diligence in the purchase of IT goods and services to ensure:

and systems,

compliance review, and adherence to university rules and requirements, including directives.

All technology resources and related services that are owned by the University, regardless of the source of funding, including goods and services include but are not limited to:

21. IT Professional Services

22. IT Hardware & Maintenance

23. IT Software & Maintenance

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]

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IT & Software Purchases on the Procurement Card

Before using a procurement card to purchase IT or software (including subscriptions), **all** the following requirements must be met:

- The software is **not available** through an existing or contracted supplier.
- The software has been **reviewed and, if required, approved** for campus IT security and compliance.
- **All terms and conditions** have been reviewed and approved, typically via the **Small-Dollar Contract Request Form in CU Marketplace**

. Learn how to submit a small dollar request here: [CU Marketplace: Small-Dollar Contract Request Form](#) ^[21]

- The total purchase is **within the cardholder's account limit** or **under \$5,000**, whichever is less.

Important: Click-through software agreements still require review and approval.

Campus-Specific IT Procurement Information

- CU Boulder: [Standard Computer Hardware and Available Software](#) ^[22]
 - UCCS: [Computer and Software Purchasing for Faculty and Staff](#) ^[23]
 - CU Anschutz and CU Denver: [IT Procurement | Fiscal Compliance](#) ^[24]
 - System Office: [Office of Information Security](#) ^[25]
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Resources

- **CU Boulder:** [Office of Information Technology](#) ^[26]
- **UCCS:** [Office of Information Technology](#) ^[27]
- **CU Denver | CU Anschutz:** [Office of Information Technology](#) ^[28]
- **CU System:** [University Information Services \(UIS\)](#) ^[29]
- [Guidance for AI Tools Use](#) ^[30]
- [IT Procurement Checklist](#) ^[31]
- [IT Procurement Guidance](#) ^[32]

Related Articles

- [How-to-Buy Artificial Intelligence \(AI\) Software](#) ^[11]
- [How-to-Buy Business Intelligence & Data Analysis Software](#) ^[12]
- [How-to-Buy Cloud Computing Software & Services](#) ^[13]
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- [How-to-Buy Office / Business Operations Software](#) ^[33]
- [How-to-Buy Point of Sale Software](#) ^[34]
- [How-to-Buy IT Software - Other](#) ^[35]

[SEARCH ALL ARTICLES](#) ^[36]

Policies and Procedures

- [University of Colorado Procurement Rules](#) ^[37]
- [IT Security Program APS #6005](#) ^[38]
- [Data Governance APS #6010](#) ^[39]

- [Contracting Authority APS #2005](#) [40]

PSC Procedural Statements

- Finance Procedural Statement: [Business Expense Reimbursement](#) [41]
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Groups audience:

Procurement Service Center

Source URL: <https://www.cu.edu/psc/procurement/sourcing/it-procurement>

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