Resources for Procurement Card Cardholders and Approving Officials [1]

PSC Website

The PSC website [2] contains information on procurement policies, procedures, and instructions, including:

- Procurement Card Handbook
- Procurement Rules
- How to Buy by commodity

Launch the Procurement Card Approving Official Training. [3]

Launch the Procurement Card Cardholder Training. [4]

Procurement Card Application

Online training is required before the Procurement Card can be issued. The Procurement Card application is available on the PSC Forms [5] page.

Expense Delegates

Expense delegates can help reconcile your Procurement Card expenses – as well as your travel expenses – on your behalf. Step-by-Step instructions are available for identifying your delegates [6].

Your Concur Profile

Your Procurement Card limits, billing address, Approving Official (AO), and default SpeedType are listed under the Expense Information section of your Concur Profile. Refer to the Step-by-Step Guide Working in the Concur Travel & Expense System [7] for further information.

Reconciling Your Procurement Card Expenses

Step-by-Step Guides are available on the Concur – Reconciling Procurement Card Learning Resources [8] page, specifically:

- Step 1 – Creating the Expense Report
- Step 2 – Adding Expenses
- Step 3 – Allocating Expenses
• Step 4 – Attaching Documents
• Step 5 – Setting the Approval Flow
• Step 6 – Submitting Expense Reports

Also, the online course “Concur: Reconciling Procurement Card” is available to guide you (or your delegate) through the process.

**PSC Newsletters**

The Procurement Service Center (PSC) newsletter frequently provides information, tips, and tricks for CU Marketplace and Concur...and other procurement-related topics. Email uis@cu.edu [9] to join the User Alert list and begin receiving email notifications when a new edition is available. (Note: This will also sign you up for email notifications of Office of University Controller news on a regular basis.)

CU Marketplace

CU Marketplace is the University’s preferred method of procurement for all purchases. Learn more about CU Marketplace [10]>>

**Source URL:** https://www.cu.edu/psc/resources-procurement-card-cardholders

**Links**
[1] https://www.cu.edu/psc/resources-procurement-card-cardholders
[2] https://www.cu.edu/node/379
[5] https://www.cu.edu/psc/forms-0
[6] https://www.cu.edu/node/43239
[7] https://www.cu.edu/node/43507
[8] https://www.cu.edu/psc/reconciling-procurement-card-concur
[9] mailto:uis@cu.edu
[10] https://www.cu.edu/psc/cu-marketplace