

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 Buys 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](#) ^[9] frequently provides information, tips, and tricks for CU Marketplace and Concur...and other procurement-related topics.

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>

[3]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=...>

[4]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=...>

[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] <https://www.cu.edu/psc/newsletter>

[10] <https://www.cu.edu/psc/cu-marketplace>