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


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]

Reconciling Your Procurement Card Expenses

Step-by-Step Guides are available on the Concur – Reconciling Procurement Card Learning Resources [7] 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.

**CU Marketplace**

CU Marketplace is the University’s preferred method of procurement for all purchases. Learn more about CU Marketplace [8]>>

**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  