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.

**CU Marketplace**

CU Marketplace is the University’s preferred method of procurement for all purchases. [Learn more about CU Marketplace](https://www.cu.edu/psc/cu-marketplace)