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 frequently provides information, tips, and tricks for CU Marketplace and Concur...and other procurement-related topics. Email uis@cu.edu 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](https://www.cu.edu/psc/cu-marketplace)

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

**Links**

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