
*Refer to these
guidelines if you
are a p-card
holder*

Procurement card Procedures

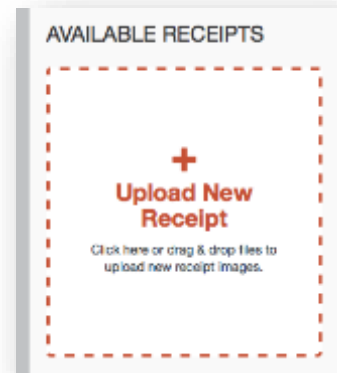
For each transaction on your p-card you are required to provide the Office of Finance with the following information:

1. Itemized receipts for every non-official function transaction above \$25
2. Itemized receipt for all official functions regardless of the amount
 - For events with less than 10 attendees - names and affiliations
 - For events with 10 or more attendees - groups, i.e. 2 faculty, 10 students, 3 business guests etc.
3. Business purpose for the transaction (how does this purchase benefit the University of Colorado)
4. Speedtype to charge the expense to (if you are not sure of the speedtype, please check with your supervisor)

To submit the above information, you will need to do the following:

Download receipts to CONCUR
(receipts will not be accepted in
any other format)

- Log in to Mycuinfo,
- CU Resources tab
- Business Tools
- Concur Travel & Expense System
- Expenses tab
- Upload receipts



OR

- Email receipts from your authorized CU email address to receipts@concur.com. In order for this function to work, please make sure that you added your email

address in CONCUR profile. You will need to go through the verification process only once.



OR

- Download CONCUR App for your smart phone and upload receipts via camera

Enter the rest of the necessary information [here](#).

THINGS TO REMEMBER:

- Always ask for itemized receipts
- Purchases should be tax exempt (the number is on the card)
- Tips should not exceed 20%
- Do not use P-card for travel related purchases
- All transactions should be expensed within 60 days of purchase



IMPORTANT TIMELINE

- Submit receipts and complete the form within 7 days of making the purchase
- A PCARD report will be created for you to review by the **second Monday** of each month
- Submit your PCARD report by the **second Friday** of each month

If transactions are not processed (added to a report AND submitted for approval) within 60 days of the purchase date you will

1. Receive a warning (first time)
2. Receive 50 violation points (second time)
3. After 150 violation points your card privileges will be suspended for 6 months. You will have to re-take the Skillsoft training courses to receive another p-card
4. Violation points expire after 2 years

For more information about procurement card policies please visit the following link <https://www.cu.edu/psc/procurement-card-handbook/procurement-card>