

# **CMCI Procurement Card Procedures**

## **For each transaction on a University Procurement Card (P-Card), please provide:**

1. Itemized receipts for every non-official function transaction above \$25
2. Itemized receipts for all official functions regardless of the amount:
  - a. For events with less than 10 attendees - names and affiliations
  - b. 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 this purchase benefits the University of Colorado)
4. Speedtype to charge the expense to (if unsure of the speedtype, please check with supervisor)

## **How to submit P-Card Purchase:**

1. Upload receipts to Concur:
  - a. Log on to Profile > Expense > Scroll down > Upload new receipt OR
  - b. Install the Concur App for smartphones and capture receipts with your camera OR
  - c. Email receipts directly to us at [cmcifinance@colorado.edu](mailto:cmcifinance@colorado.edu)
2. Fill out the [Procurement Card Form](#) with all the necessary information.

## **Things to remember:**

>> Before making a purchase, be sure it is an allowable expense (see [sensitive expenses](#))

>> Always ask for itemized receipts

>> Purchases should be tax-exempt (the number is on the back of your card)

>> Do not use a P-Card for travel-related purchases (including parking)

## **All transactions should be processed and expensed within 30 days of purchase.**

Receipts and P-Card Forms must be submitted within 7 days of purchasing.

CMCI Finance creates a P-Card report by the second Monday of each month. Only submit a report for approval once notified to do so. Be sure to review your reports thoroughly before submitting them for approval.

*Please be aware that any transaction not processed within 90 days will leave you liable for taxation at the University level. Be sure to reconcile your transactions. This can be very costly and is deducted directly from your paycheck. You may read more about it on the [Procurement Service Center's website](#).*

If transactions are not processed (added to a report AND submitted for approval) within 60 days of the purchase date, the following procedure will be followed:

1. Receive a warning (first time)
2. Receive 50 violations points (second time)
3. After 150 violation points (3 violations), card privileges will be suspended for 6 months. To get a new P-Card, you must re-take the Skillsoft training courses. Note: Violation points expire after 2 years.

For more information about Procurement Card Policies, please review the [Procurement Card Handbook](#) on the Procurement Service Center website.

**Questions? Contact us anytime at [cmcfinance@colorado.edu](mailto:cmcfinance@colorado.edu)**