



Checklist for Information Technology Purchases on the Procurement Card

Types of IT Purchases:	Before You Purchase:
<ul style="list-style-type: none"> <input type="checkbox"/> Hardware: <ul style="list-style-type: none"> • Laptops • Desktops • Accessories, etc. <input type="checkbox"/> Software: <ul style="list-style-type: none"> • New purchases • Annual renewals <input type="checkbox"/> Licenses: <ul style="list-style-type: none"> • Software licenses that need renewing <input type="checkbox"/> Cloud-Based Services: <ul style="list-style-type: none"> • Subscriptions to cloud-hosted platforms <input type="checkbox"/> Digital Interfaces: <ul style="list-style-type: none"> • Anything connecting systems digitally <input type="checkbox"/> Video/Web Content: <ul style="list-style-type: none"> • Online videos • Webinars • Media services <input type="checkbox"/> Communication Systems: <ul style="list-style-type: none"> • Email systems • Phone software, etc. <input type="checkbox"/> Data Storage: <ul style="list-style-type: none"> • Cloud storage • External storage drives/devices 	<ul style="list-style-type: none"> <input type="checkbox"/> Does the purchase follow university rules: <ul style="list-style-type: none"> • Consider the APS 4015 Tests of Propriety • Review the PSC IT Procurement page • Follow guidance in the How to Buy IT Goods and Services webpage <input type="checkbox"/> Look for existing purchasing agreements: <ul style="list-style-type: none"> • Review for availability from a CU Marketplace supplier catalog • Review PSC’s How to Buy and Commodity Listing pages • Explore enterprise IT agreements • Look for campus and department-specific agreements – consult department IT staff and/or campus IT office when considering purchase of any software outside of an existing agreement <input type="checkbox"/> Look for the supplier in CU Marketplace <input type="checkbox"/> Consider cardholder restrictions: Cardholders cannot agree to supplier contracts or terms without prior approval from the Purchasing Agent (includes “click-through” agreements for online purchases): <ul style="list-style-type: none"> • Follow Contract Signature Authority guidance • Review APS #2005 – Contracting Authority <input type="checkbox"/> Ensure necessary security and compliance checks have been completed in addition to other campus-specific required reviews <input type="checkbox"/> Large Purchases (over \$5,000): Purchases over \$5,000 require a purchase order – cannot be paid with a card <input type="checkbox"/> Paying <i>individuals</i>: Do not pay individuals for services with a card: <ul style="list-style-type: none"> • Follow procedures for hiring/paying independent contractors

If you have questions regarding this process, please reach out to psc@cu.edu.