**Procurement Card**

For employees that will be using a procurement card please be sure to complete the following trainings.

CU: Procurement, Purchasing and Contract Management: A00109

CU: Procurement Card Cardholder Training: U00053

CU: Concur- Reconciling Procurement Card U00093

CU: Procurement Card Approving Official Training: A00025 (for approvers only)

CU: Fiscal Code of Ethics: F00001

**Obtaining a Procurement Card**

To obtain a Procurement Card, fill out the [Cardholder Application - procurement card](https://www.cu.edu/psc/forms/cardholder-application-procurement-card-ca-pc)​ and fax to PSC Commercial Card Administration. You may also need to complete the Approving Official Application/Update if the Approving Official is not currently serving as an AO to other Cardholder(s).

The applicant should receive his or her Procurement Card within 10 business days after passing the following online courses: Procurement Card Cardholder training, Fiscal Code of Ethics training, and Procurement - Purchasing and Contract Management training.