

FSC Marketplace Request Form

This form must be completed in one sitting and cannot be saved to complete later.

[Marketplace Quick Reference Guide](#)

[CU Marketplace Training Guides](#)

[Scope of Work](#)

[Honorarium Process](#)

[International AP Payment Matrix](#)

Be sure to utilize these Marketplace links if you are unfamiliar with the purchase order process! These resources come directly from the Procurement Service Center (PSC), the unit within CU Systems that manages the university's procurement systems.

Select the FSC technician that supports your department. This assures that your submission is routed correctly and without delay.

Who is your FSC tech? *

- Select -

Choose your Department/Org # (in 1 of the 3 drop downs)

Please just choose one department from the lists.

Dept. Abbreviation/Org. # (A-D)

A&S Communications - 11306

Select only one department/program name from these three menus. Multiple selections can delay the correct technician receiving your submission.

Dept. Abbreviation/Org. # (E-L)

- None -

Dept. Abbreviation/Org. # (M-Z)

- None -

Payment Voucher is used commonly for the following items:

- Scope of Work (SOW)
- Honorarium (HNR)
- Dues and Memberships
- Immigration/Visa
- Utilities

SOW and HNR payments require the applicable approved forms (see blue button links at the top of the form) to be attached. Other types require quotes or invoices.

Form completed by *

Program Administrator Chip

Select One

- ☒ Payment Voucher (PV) - Please attach approved Scope of Work (SOW) or approved Honorarium (HNR) form. Please see buttons at the top of form.
- ☐ Purchase Order (PO) - Please attach a vendors quote or contract

File Upload *

Choose File No file chosen

Upload

Files must be less than 32 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx odt ppt ppts odp xls xlsx

Purchase Order (PO) is used to purchase goods/services from non-catalog suppliers in Marketplace. **Standing Purchase Orders (SPO)** are included under POs. These are set up when you anticipate repeated purchases over time and expect the total amount to be greater than \$10,000.

A PO should be set up in Marketplace before doing business with a vendor. A quote or contract needs to be submitted with this form. It is possible (though not recommended) to submit an invoice instead if the total purchase is less than \$10,000. However, if you request payment for invoices greater than \$10,000 before a PO is issued, it will need to be processed as an **After the Fact (ATF)** PO, which is highly scrutinized by the PSC, a plan needs to be created by your department to avoid future ATFs, and the payment process with almost certainly be delayed.

Wire Payment Request Form

If requesting the payment be done as a wire transfer; Please attach a completed wire payment request form.

Files must be less than 32 MB.

Allowed file types: gif jpeg png bmp eps tif pict txt rtf html pdf doc docx odt ppt ppts odp xls xlsx ods xml

Choose File No file chosen

Upload

Speedtype *

12345678

Enter the full 8-digit speedtype that you would like the expense to be charged to. Answer yes if payment needs to be allocated between multiple speedtypes, and additional fields will populate.

Total Amount *

\$ 00.00

Need more speedtype/amount fields?

- ☐ Yes
- ☐ No

Vendor Information

Vendor Name *

Jane Smith

Vendor ID

999999

Street Address *

CSU-501 W. Laurel St.

City, State, Zip code *

Fort Collins, CO 80523

Vendor name and address is required to set up a PO. Your FSC technician will check the address against the supplier records and update it if needed.

Note that the vendor ID is not a required field. It will help if you have that information, but your technician can look it up if not.

Description of items

Description of Items *

Honorarium - token of appreciation to guest speaker Dr. Jane Smith of CSU

Keep your answer in this field simple. No need to include details, just summarize what payment will be issued for.

Business Purpose

Business Purpose *

Please explain how this relates to official University business:

Professor Smith gave a presentation on Diversity and Inclusion to approximately 100 first year students on September 15th. This talk supports CU's DEI mission and helped to provide a sense of community among the new RAP students.

Explain how the purchase relates to university business and what the benefit is to CU. The more explanation and detail you can provide here, the less likely your FSC technician will need to follow-up for more information.

Additional Comments

Please expedite this HNR if possible. There were issues setting up Dr. Smith as a supplier in Marketplace that delayed the process. Thanks!

Use this field to explain any additional details that you think may be helpful to your technician.

Would you like an emailed copy of this form sent to you?

☒ Yes

☐ No

If you are a department administrator and would like to be automatically copied on all submissions made in your unit, contact your FSC technician and we will set it up.

Enter your email address(es) (If multiple, use comma to separate)

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

☐ I'm not a robot



Submit