

## **Superbuyer Process**

*updated 11.03.22*

Reminder of SuperBuyer process for those who don't want to make purchases with their Pcards (or don't have a Pcard) and do not want to follow the tax exempt, uploading receipts, and submitting expense reports process.

### **From CEAE Finance:**

If you don't have someone helping you with P-card purchases, uploading receipts and submitting expense reports, and you need assistance, we have hired a part-time Superbuyer to help facilitate general types of purchasing. Our Superbuyer will handle requests only through the CEAE Finance general email [ceaefinance@colorado.edu](mailto:ceaefinance@colorado.edu) with "Super-buyer" in the subject line along with the urls to items you wish to purchase, and a speedtype, with additional justification if the speedtype is a fund "30" external grant or contract.

If you're a non-PI for the speedtype you're using: to make the purchase request through the Superbuyer, please copy the PI on the email so they're informed of the request.