

Chbe Marketplace Request Form

[Marketplace Quick Reference Guide](#)

PV

PO

SPO

Other

Date to _____

Requestor Name _____

Speed Type _____

Total Amount _____

Vendor Name _____

Vendor ID # _____

Street Address _____

City, State, Zip Code _____

Description of Items:

Business Purpose *(please explain how this relates to official University business):*

-
- Please attach a [CU W9](#) form for the vendor, if the vendor is new, or vendor's address has changed.
 - Please attach a vendor's quote or contract for a PO or SPO.
 - Depending on your department request, please attach one of the following signed forms:
[Scope of Work](#), [Honarium](#), etc.
 - Use this link to access CU Marketplace - [Training Guides](#)
 - For assistance please contact Help Desk at FinProHelp@cu.edu or call 303-837-2161.