

# FSC Marketplace Request Form

[Marketplace Quick Reference Guide](#)

**PV**

**PO**

**SPO**

**Other**

**Date to FSC** \_\_\_\_\_

**Requestor Name** \_\_\_\_\_

**Department** \_\_\_\_\_

**Total Amount** \_\_\_\_\_

**Speedtype** \_\_\_\_\_

*When using fund 30/31 please verify funding is available prior to submission  
If total is over \$3500.00 include approval statement from Business Office.*

*Use additional to split/allocate purchase to multiple funds:*

**Speedtype** \_\_\_\_\_

**Amount** \_\_\_\_\_

**Speedtype** \_\_\_\_\_

**Amount** \_\_\_\_\_

**Vendor Name** \_\_\_\_\_

**Vendor ID #** \_\_\_\_\_

*Please attach a vendor's quote or contract for a PO or SPO.*

*Optional*

**Description of Items and Delivery Address:**

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

*For fund 30/31 please include why the purchase is allowable, allocable, reasonable, and consistent for the [Rules of Propriety](#)*

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- *Depending on your department request, please attach one of the following signed forms:  
[Scope of Work](#), [Honorarium](#), etc.*
  - *Use this link to access CU Marketplace - [Training Guides](#)*
  - *For assistance please contact Help Desk at [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) or call 303-837-2161.*