

The department utilizes the Financial Service Center (FSC) for Marketplace purchases and processing.

**Process for non-Marketplace users (no access):**

1. Fill out the required FSC Marketplace Request form
  - a. Include the catalog/item number or a detailed description for items you want to purchase
  - b. If you have a vendor quote for your order, email it with the FSC form
  - c. Make sure to add the delivery address on the FSC form (note - most deliveries are currently going to the distribution center)
  - d. If your purchase is made using a fund 30/31 and more than \$3,500.00, please contact your business office professional to obtain purchase approval (to avoid audit findings at project close out)
2. Send the FSC form and any additional documentation to Lisa Livdahl ([lisa.livdahl@colorado.edu](mailto:lisa.livdahl@colorado.edu))
3. Lisa will review your request and submit your order
  - a. If there are any issues with your purchase request, Lisa will be reaching out to you for clarification/adjustments.

**Process for Marketplace users (have access):**

1. Continue to shop as usual and create your cart
  - a. Make sure to add the delivery address on the FSC form (note - most deliveries are currently going to the distribution center)
2. Attach the required FSC Marketplace Request form to your cart
  - a. Go to the "Internal Notes and Attachments" tab located to the immediate right of accounting codes. Click on "add attachments" and upload the FSC marketplace form.
  - b. If your purchase is made using a fund 30/31 and more than \$3,500.00, please contact your business office professional to obtain purchase approval (to avoid audit findings at project close out)
3. Assign your cart to Lisa Livdahl ([lisa.livdahl@colorado.edu](mailto:lisa.livdahl@colorado.edu))
4. Lisa will review the cart and submit the order
  - a. If there are any issues with your cart, Lisa will be reaching out to you for clarification/adjustments.

**\*\*\*Please note the business office will continue to assist the department with obtaining approval for Scope of Works and Honorariums. The FSC request form will need to be filled out by the requestor and sent with approval form to Lisa (FSC) for processing\*\*\***

If you would like access to CU Marketplace as a shopper please let either Lisa Livdahl or your business office contact know.

Marketplace Request form