Forms Completed Within CU Marketplace

When you need to…	*Complete the…*	*Additional Considerations*
…purchase goods/services from a non-catalog supplier. (Occasionally used to purchase items from a catalog supplier that are not offered in the catalog.)	Non-Catalog form	
…authorize payment for an invoice when a Purchase Order or other commitment voucher is not applicable. Refer to the PSC Procedural Statement (PPS) Payment Voucher/Authorization – or the form itself – for appropriate uses of this form.	Payment Voucher form	• Supporting documentation, as detailed in the PPS, must be attached to the Payment Voucher form. • Complete one Payment Voucher form for each invoice. • Add only one Payment Voucher form to your shopping cart. • Payment Voucher forms do not create an order or an encumbrance…they simply result in payment.
…purchase goods/services over $10,000 without competition, when competition is otherwise required.	Sole Source Justification form	• A sole source purchase is justified when there is only one good or service that can reasonably meet the need and there is only one supplier who can provide the good or service being requested.
…make repetitive purchases from a non-catalog supplier over a period of time with a total anticipated cost greater than $10,000.	Standing Purchase Order form	• For purchases not related to a subcontract or construction.
…justify using a sole source and request a Standing Purchase Order (see above).	Standing Purchase Order – Sole Source Request form	
…where there is a subcontract, make repetitive purchases from a non-catalog supplier over a period of time with a total anticipated cost greater than $10,000.	SPO – Sponsored Project Subcontract form	• A subcontract is involved when the University plans to purchase services from an external supplier (e.g., another university) with funds from an external sponsor (e.g., the National Institutes of Health).
…request payment for invoices greater than $10,000 before a Purchase Order is issued.	After the Fact form	• Refer to the PSC Procedural Statement After-the-Fact Purchases.

Forms Completed Outside CU Marketplace

Additional forms, available on the PSC website, might also be needed to process your purchase within CU Marketplace. Submission instructions for ***completed*** forms – which may include attaching in CU Marketplace – are given at the bottom of each form.

When you need to…	*Complete the…*	*Additional Considerations*
…purchase services from an independent contractor, whether an individual or a sole proprietor operating under a Social Security Number.	Scope of Work (SOW) form	• Refer to the Employee Services Scope of Work (SOW)/Independent Contractor.
…purchase goods/services for an official function where: 1) alcoholic beverages are being purchased in any dollar amount, or 2) the total food/beverage cost exceeds $500, or 3) the per-person cost exceeds $85 regardless of total cost.	Official Function (OF) form	• Refer to the PSC Procedural Statement Official Functions.
…request the PSC to change the SPO accounting information (SpeedType and/or Account, and/or Report Line Comment) on an individual SPO invoice.	SPO Invoice Allocation (SPO) form	• The SPO must have only **one** accounting distribution to change the invoice's allocation using this form.
…request an honorarium payment greater than $100 to an associate or other individual.	Honorarium (HNR) form	
…make a full or partial payment to a supplier (vendor) – greater than $10,000 – prior to the University receiving the goods/services.	Advance Payment to Suppliers (ADV) form	• Refer to the PSC Procedural Statement Advance Payment to Suppliers.

Need to add a supplier to CU Marketplace?
Suppliers should register through the CU Supplier Portal to become a supplier with CU. Visit the CU Supplier Portal Information page for details.