

CU Marketplace How-to: Identifying Requestors of POs within CU Marketplace ^[1]

According to CU Marketplace procedures, Requestors can submit Purchase Orders (POs) for \$10,000 or less directly to the suppliers without additional review or approval. Each Monday, the fiscal manager and fiscal principal on a SpeedType receive an emailed list of any such small-dollar orders that use the SpeedType and that were placed during the previous week. Questions or concerns about these orders should be directed to the Requestor of the specific PO.

Read the procedures

1. Click in the Search box, located in the ribbon at the top of the screen.
2. Use the dropdown to select All and enter the PO in the next field.
3. Click **Search** (magnifying glass).
4. Select the requisition from the resulting list.
5. On the **Requisition – Summary** page, under the **General** section:

Prepared by = Requestor of the PO

Original Submitter = Shopper, if different than Prepared by

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Links

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