

## CU Marketplace How-to: Requisition Status and Approvals

[1]

When a shopping cart is submitted, it's turned into a Requisition.

- Small dollar requisitions (\$10,000 and under) that not include a Payment Voucher automatically create a PO.
- Large dollar requisitions (over \$10,000), and any requisitions that contain a Payment Voucher, automatically route for approval in CU Marketplace. You can see those approvals on the PR Approvals tab.

Review the graphic below for more details about the Requisition **Summary**:

1) The status of the requisition is show in the **General** section of the **Summary** page - when the requisition has completed workflow and is turned into a PO, this will show **Completed**. Until then, this section will show what stage of the workflow the requisition is currently in. Once turned into a PO, the **Purchase Order** number and link will appear at the bottom of this section

2) Notes for the requisition are included in the **Comments** tab

3) Related documents should be stored in the **Attachments** tab

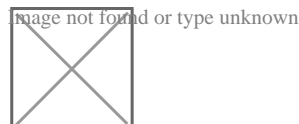
4) The funding of the prospective order is noted in **Accounting Codes**

5) In the workflow section, the individual that initially submitted the order will be noted under **Submitted**. Note that the remaining notes (6, 7, and 8) are just a sampling of some of the common workflow steps that could be included in a requisition depending on what form is used and how it is funded

6) **Financial Approval** is given for each SpeedType by an individual with a fiscal role on the SpeedType (except Officer), who is also a CU Marketplace Approver. It is required for requisitions over \$10,000 and for Payment Vouchers in any amount

7) **Sponsored Projects** approval is required for requisitions over \$10,000 if Fund 30/31 is used for all or part of the purchase.

8) **Purchasing Review** notes Procurement Service Center (PSC) approval. It is required if the requisition contains non-catalog items and totals over \$10,000, or if the requisition contains only catalog items and totals over \$25,000



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**Source URL:**<https://www.cu.edu/psc/cu-marketplace-how-requisition-status-and-approvals>

**Links**

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