Published on *University of Colorado* (https://www.cu.edu)

The CU Store Process [1]

Process

1

Submit Request a StoreFront [2] form.

Your team will complete the CU Online StoreFront User Agreement and submit to the appropriate campus approver for approval and signature.

3

Boulder campus – to the department head
Colorado Springs campus – to the department head
Anschutz Medical campus – to DFA (Director of Finance and Administration)
Denver campus – to SBA (Senior Business Administrator)
System – to Treasury

Return signed Agreement and General Storefront Set-up form to onlinestore@cu.edu

4

[3]

Payment Card Security Training

Take the required Payment Card Security Training while waiting for approvals.

We suggest preparing product and Storefront images for customization while waiting too. If you do not have an ima will have some templates available for you to select from.

Treasury will forward the request to Campus Controller for approval

5

The Department's StoreFront will be created in the test environment.

7

8

Review the StoreFront in the test environment, then test, test, test!

The Department's StoreFront will be created in the production environment.

9

Groups audience:
Online Store

Source URL:https://www.cu.edu/store/request-storefront/cu-store-process

Links
[1] https://www.cu.edu/store/request-storefront/cu-store-process [2] https://www.cu.edu/store/forms/request-storefront-online-form [3] mailto:Return the signed form to Onlinestore@cu.edu
[4] https://share.percipio.com/cd/QW_pQy88W