

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]

**Treasury will forward the request to
Campus Controller for approval.**

Take the required Payment Card Security Training while waiting for approvals.
We suggest preparing product and service images for customization while waiting too. If you do not have an image, Treasury will have some templates available for you to select from.

5

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

7

8

The Department's StoreFront

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

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