CSUBUY P2P What Form Should I Use For Each Transaction?

Learn what form to use for various transactions within CSUBUY

CSU FORM REQUESTS

The form requests for CSUBUY are used to create complex requests for the purchase of goods and services. These forms are located on the **Shopping Home Page** under **Shop,** within the **Showcases**. Open a request form and complete the required information before submitting your request. Review the different forms that are available to determine which to use.

Goods and Services Request

Located within the Office/Classroom, Laboratory/Scientific/Medical, General, and Facilities showcases.
Use to request goods and/or services that are not available via any catalogs.
Examples include:

- Classroom or Laboratory Supplies
- Drone
- Equipment
- Furniture
- Legal Services
- Marketing or Branded Items
- Transportation Charters
- Vehicles
- Goods - Other
- Services - Other

IT Hardware Request

Located within the IT/Electronics showcase.
Use to initiate a request for IT Hardware and Accessories.

IT Software Request

Located within the IT/Electronics showcase.
Use to initiate a request for IT Software, IT Services, Website Access, Software Maintenance, or Cloud Services.

Independent Contractor Request

Located within the General showcase.

Use to initiate a request for services provided by an individual who is self-employed, a guest speaker, or a guest lecturer. Examples would be:

- Guest Speaker or Lecturer
- Individual Providing Service to the Campus and/or Auxiliary.

Hospitality Form (Non-Travel)

Located in the Hospitality showcase.

Use to initiate a request for non-travel Hospitality, such as:

- Award or Service Recognition
- Catering
- Entertainment Services
- Farewell Award or Event
- Morale Function
- Participation Incentive
- Promotional Items
- Venue

Payment for Unauthorized Purchase

Do not use this form request.

Request to Close

Located within the Miscellaneous showcase.

Use to request to close an existing PO. Note that this request will be routed to the campus Purchasing department for review and processing.

Facilities and Construction Request

Located within the Facilities showcase

Use to initiate a Facilities or Public Works Project. Note that this form request is for Facilities use only. Examples include:

- Construction
- General Services / Installation and Supply
- Maintenance of State Facility or Property
- Professional Services (related to Public Works)
- Other

Supplier Extension or Re-Invite

Located within the Miscellaneous showcase.

Use to request a supplier that exists within CSUBUY but for another campus (Extension).

Use to request a registration invite be sent to a Supplier that has been invited but has not completed the registration (Re-Invite).

Supplier Maintenance Request

Located within the Miscellaneous showcase.

Use this form to request changes to an approved Supplier profile.