

## 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.