



## CU Marketplace Pilot Pro Tip: Use the Latest Version of Procurement Documents and Forms for Your Non-Catalog Requisitions

### What is it?

To ensure compliance and accuracy, always use the most up-to-date versions of the required procurement documents and forms when submitting a Non-Catalog Requisition. Avoid using outdated files by deleting any old versions saved locally on your computer. You can find the latest versions on the [Finance Forms & Documents](#) website.

### Accessing the Latest Procurement Forms for Required Attachments

The Required Attachments page in your Non-Catalog Goods and Services Request form will display a list of Required Attachments based on the Purchasing Information questions answered in the form.

**Form Fields - Required Attachments** Request Actions | History | ?

▼ **On This Page** ★ Response Is Required  
🔍 Field Name Is Searchable

- Required Attachments (31)
- Attachments for Contracts (2)

▼ **Required Attachments**

Please submit all required documents listed below. Refer to the [Purchase Requisitions and Purchase Orders Policy](#) for additional information.

Completed Statement of Work; \*

No File Attached   
*Uploaded attachment will be copied to the voucher.*

Service Compliance Checklist \*

No File Attached   
*Uploaded attachment will be copied to the voucher.*

Price Justification/Summary Form \*

No File Attached   
*Uploaded attachment will be copied to the voucher.*

Quote or Quote Awarded \*

If you need time to gather the necessary Forms or Documents, click **Save Progress** to pause your submission and return later. If you should exit the Goods and Services Request, you can access it again from the My Goods and Services Requests section on the Orders dashboard.

1. Navigate to the Procurement website's Forms & Docs Library.

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## Procurement Forms and Documents

[Honoraria Expense Reimbursement Form](#)  
 Last updated: May 31, 2025 [edit document](#)

The Honoraria Expense Reimbursement Form is submitted as part of a Candex requisition for expense reimbursements associated with honoraria payments.

Topics: [CU Marketplace](#), [Requisition Documentation](#)

[Request or Replenish a Payment Card](#)  
 Last updated: May 20, 2025 [edit document](#)

Sort Documents By

Keyword filter:  
 Type keywords to filter

Department Unit  
 Accounts Payable  
 Payment Cards

- Use the **Keyword filter** to locate the Form or Document listed on the Required Attachments page of your Non-Catalog Goods & Services Form.

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## Procurement Forms and Documents

[Statement of Work Template](#)  
 PDF  
 Last updated: September 22, 2023 [edit document](#)

Use this statement of work template as part of applicable procurement requirements at Columbia University.

Topics: [Requisition Documentation](#), [Columbia Templates for Services Contracts and Agreements](#)

Sort Documents By

Keyword filter:  
 statement of work

Department Unit  
 Accounts Payable  
 Payment Cards  
 Purchasing (Goods)  
 Purchasing (Services) with Contracts  
 Travel and Expense

- Click the link to view the page for that Form or Document.

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## Statement of Work Template

September 22, 2023

Use this statement of work template as part of applicable procurement requirements at Columbia University.

[Statement-of-Work-Template-9-23.pdf](#) 174.17 KB

Document Categories  
[Purchasing \(Goods\)](#)  
[Purchasing \(Services\) with Contracts](#)  
[Accounts Payable](#)

Document Topics  
[Requisition Documentation](#)  
[Columbia Templates for Services Contracts and Agreements](#)

f X in

- Click the file link to download the Form or Document.

## Where do I get help?

Contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

Log an incident or request a service via Service Now

<https://columbia.service-now.com>