



Non-Procurement-Card holders may purchase using Campus Marketplace by transferring transactions to a designated Procurement-Card holder who agrees to receive and process their orders. This form is intended to establish link between a specific cart originator (Shopper) and associated Procurement-card holder (Submitter).



*I agree to receive and process Marketplace transactions from the Originator named below in accordance with campus procurement card procedures.*

\_\_\_\_\_  
Procurement-card Holder Name (Submitter)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cart Originator Name (Shopper)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Email

Submitters should complete this form and email it to:  
<mailto:mjmcnairn@csuchico.edu>. The shopper will receive a confirming email inviting them to the Campus Marketplace site.