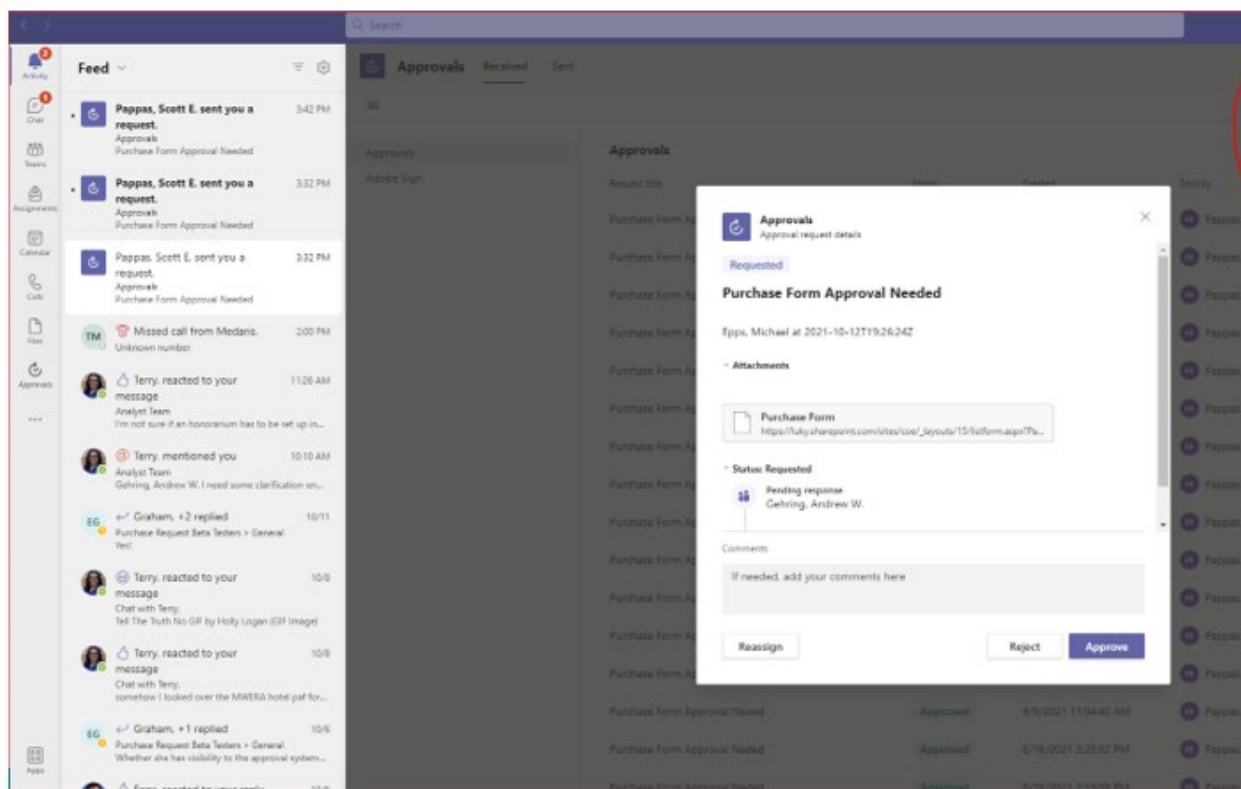


College of Education Payment and Purchase Request Form Instructions For Approver

Quick Reference Guide

TEAMS APPROVAL INSTRUCTIONS

1. Activity Icon alerts to approval request
2. Once within the approval activity, click on the Purchase Form Approval Needed to display approval box



3. Click on Purchase Form within approval box to review Purchase and Payment Request form details
4. Add comments for approval chain, i.e. only approvers next in line will be able to see approval/rejection comments.
5. Click Approve or Reject

EMAIL APPROVAL INSTRUCTIONS

1. Receive email of approval request

Purchase Form Approval Needed



Microsoft Flow <maccount@microsoft.com>
To Lyons, April R.

Reply Reply All Forward

Wed 11/17/2021 9:29 AM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Approvals | Power Automate

Purchase Form Approval Needed

Requested by **Service Account, COE Automate** <svc_coeautomate@uky.edu>

Date Created Wednesday, November 17, 2021 9:28 AM
Link [Purchase Form](#)

Epps, Michael at Wednesday, November 17, 2021 1:33 PM GMT

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

2. Click on Purchase Form within email to review Purchase and Payment Request form details
3. Click Approve or Reject

Requested by **Service Account, COE Automate** <svc_coeautomate@uky.edu>

Date Created Wednesday, November 17, 2021 9:28 AM

Link [Purchase Form](#)

Epps, Michael at Wednesday, November 17, 2021 1:33 PM GMT

Comments

Enter comments

4. Add comments for approval chain, i.e. only approvers next in line will be able to see approval/rejection comments
5. Click Submit after adding comments

How to Review the Purchase and Payment Request Form

College of E... > Purchase R... > Purchase Form

ID: 69

Requestor: Terry Amyl

Department Number: 65000

Shipping Name: Michael Epps

Shipping Address: 251 Scott Street

Building/Suite/Room Number: Disley Hall 041

Vendor Name: Office Depot

Vendor Contact:

Cardholder Name:

Business Purpose and Special Instructions: Paper and toner needed for copier

Payment Type: SEM/Shipping Cart

Attachments: Purchase Authorization Form.pdf

Order Total: 0

GL	Item Description	Units of Measure	Cost Per Unit	Qty Needed	Cost Ctr/WBS Element	SIO	Exp Category	Qty Received	Additional Info
catalog:	description:Paper	units:Case	costPerUnit:3	qty:1	costcenter:101200495	fund:	sio:	expenseCategory:	qtyReceived:
catalog:	description:Toner for X11245	units:Eaci	costPerUnit:7	qty:1	costcenter:101200495	fund:	sio:	expenseCategory:	qtyReceived:

1. Review details within header for accuracy
2. A business purpose is required for all purchases. The business purpose should include how it benefits the university and/or project. It does not list out what is being purchased.
3. Attachments: Open and review attachments to ensure they include all appropriate documentation and for accuracy to specific request
4. Items request bar: This list can include one or many lines, depending on the purchase request.

Note: Requests must be either Approved or Rejected within 30 days of creation or they will time out and have to be re-entered.