Husky Buy
Purchasing Request Form

Step 1 – Before You Begin/Navigating the Form
Before You Begin

• Before starting the form, it is advised that the requestor gather all necessary details:
  – Department Head/Director approval
  – Funding source (KFS or Foundation account number)
  – Justification for purchase must include the following:
    (1) Overview of the purchase
    (2) Impact on students, teaching, research, or life/safety
    (3) Alternatives considered
  – Applicable quote(s), link to item(s), sole source justification when required...etc.

• Once Department Head/Director approval has been received and the form has been completed it will route to the SFA Financial Services Office for review and purchase.

• You will receive an email if you need to provide more information. You will also receive an email once your purchase has been approved.
Login to Husky Buy

- Login to Husky Buy from the Purchasing Department Website. [https://purchasing.ubs.uconn.edu/](https://purchasing.ubs.uconn.edu/)
  - The login button is on the left hand side of the page in a blue box. After you click the login button, you’ll be asked for your NetID and password.
Before you Begin –
Update your Notification Settings

Please enable email notifications before using the form for the first time.

1. In Husky Buy, click the Profile icon, on the top right hand corner of the screen
2. Click View My Profile
3. Click Notification Preferences
4. Click Form Requests
Before you Begin – Notification Settings

5. Click **Edit Section**
Before you Begin – Notification Settings

6. Click Override, and select Email and Notification from the drop-down list for each option, except for the 5th option.

7. Click Save Changes once done.
Navigating the Form – Selecting the Form

If already logged-in, navigate to the Home Screen OR log back into HuskyBuy: https://purchasing.ubs.uconn.edu/

Click on the Purchase Preapproval Request Form icon.
Navigating the Form – Form Number

• Once in a form, each request has a unique number for tracking purposes (noting this may be useful later when checking the status of a request).

Use the blue ‘next’ button to navigate through the sections.
Navigating the Form – On This Page/Help Details

• ‘On This Page’ is a table of contents of the sections/number of questions in each form. Clicking the blue links will jump you down to that section.

Clicking on any question mark will provide additional details about that section.
Navigating the Form – Required Information

- All details marked with an asterisk * must be completed before you can navigate to the next section.

If you click ‘next’ without filling out required fields, an error message will appear at the top of the form displaying fields that need to be completed prior to proceeding.

Similar messages in red will appear next to each field that still needs to be completed.

- Once complete the first section, you can use the ‘previous’, ‘save progress’ or ‘next’ buttons on the bottom to navigate through the form/save for later.
Need Help?

Academic Units
• James Ouellette – Fiscal Manager
  james.ouellette@uconn.edu | (860) 486-3311
• Melanie Chebro – Business Manager
  melanie.chebro@uconn.edu | (860) 486-3730

Performing and Exhibiting Units
• Yvonne Prudente – Fiscal Manager
  yvonne.prudente@uconn.edu | (860) 486-3751
• Jess Reed – Financial Assistant
  jess.reed@uconn.edu | (860) 486-4334