Husky Buy
Purchasing Request Form

Step 2 – Completing and Submitting Your Request Form
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.
Select the Form

Once logged into Husky Buy Home Page, click on the link for the Purchase Preapproval Request Form.

Click on the Purchase Preapproval Request Form icon.
Form Instructions – Department Information

- Fill out your department, pre-approval, and budget source information
  - Note: for Budget Source, please list the KFS or Foundation account number to be used for the purchase

  **Department Information**
  Fill out these questions about your department.

  Department Requesting *

  Art and Art History (1250) 

  Request Has Pre-Approval *
  - Yes
  - No
  - Own research/department/program funds

  Purchase has been approved by authorized department head

  Budget Source *
  
  1234567
Please attach any department head approval or supporting budget documents by clicking the ‘Upload’ button

**Department head approval documentation**

*No File Attached*

![Upload]

*Uploaded attachment will be copied to the invoice.*

**Supporting budget sheet documents**

*No File Attached*

![Upload]

*Uploaded attachment will be copied to the invoice.*
After clicking ‘Upload’ a dialog box will appear where you can name and upload your attachment. Click ‘Save Changes’ to save your file.
Form Instructions – Purchase Information

• Fill out your purchase information.
  – Note: Justification for purchase must include the following:
    1. Overview of the purchase
    2. Impact on students, teaching, research, or life/safety
    3. Alternatives considered
Form Instructions – Purchase/Supplier Information

• Select the category of your good or service.
  - Selecting certain values may require further information as described in the next slide.

• Fill out the supplier fields as applicable.

Good or Services to be Purchased

- Dues – Memberships or Equity
- Fees – Conference Registrations, Royalties, Shipping/Freight
- Furniture/Fixtures
- Rentals
- Professional Services
- Professional Printing (Non-UConn) – Attach quotes within Sourcing section
- Subscriptions
- Supplies
- IT Equipment/Software Licenses
- Non-IT Equipment
- UConn Services
- Transportation
- Other

Supplier Information

Supplier Name
Adobe

Supplier Phone Number
1-800-555-5555

Supplier Email Address
creativecloud@adobe.com
Form Instructions – Additional Information

- As noted on the previous slide, selecting certain values in the ‘Goods or Services to be Purchased’ section may require further information that will be displayed in an additional section of the form.

  For instance, selecting IT Equipment/Software licenses will require more information pertaining to future location of equipment and type of technology being purchased.

Another example is a Professional Printing request, which requires three quotes before the purchase can be made. Interactively, the form will display attachment fields for uploading the required quotes.
Form Instructions – Dollar Threshold Over/Under $10,000

• Select the dollar threshold for your purchase.

- Regular Purchase Over 10k
- Regular Purchase Under 10k
- Sole Source Justification (SSJ)
Form Instructions – Dollar Threshold – Over/Under $10,000

✔️ If your purchase is under $10,000 please include a direct link to the items requested, or upload the quote you received from the vendor. If providing a link, please give the link to the specific item needed.

- Regular Purchase Over 10k
- Regular Purchase Under 10k
- Sole Source Justification (SSJ)

Please provide a direct link to specific item(s) or attach quotes(s) below.

2000 characters remaining

Add Attachment

No File Attached

Upload

Uploaded attachment will be copied to the invoice.
Form Instructions – Dollar Threshold – Over/Under $10,000

✔ If your purchase is over $10,000 and not with a contracted vendor, three quotes are required.
  • If using a contracted vendor, please only submit the one quote. **If you are unsure if your vendor is on contract, reach out to your SFA Financial Services contact for assistance.**

*Note: If your purchase is for printing or buses, three quotes are required, regardless of price.*
Form Instructions – Dollar Threshold - Sole Source Justification

✓ If you are requesting an exemption to competitive bidding laws/requirements, a Sole Source Justification form will need to be completed and uploaded.

• Please reach out to your SFA Financial Services Office contact for further assistance.

☐ Regular Purchase Over 10k
☐ Regular Purchase Under 10k
☒ Sole Source Justification (SSJ)

Download Sole Source

If needed, please download the Sole Source Form. Fill out the form and upload it here.

Upload Sole Source Form

No File Attached

Upload

Uploaded attachment will be copied to the invoice.
Form Instructions – Review and Submit

• Once you reach the last section, ‘Required Fields Complete’ will be shown if everything is complete and ready to be submitted.
• Click the ‘Submit’ button to send your request for approvals.
Form Instructions – Confirmation

A dialog box will appear to confirm submission, click ‘No’ if you’d like to make additional edits. Click ‘Yes’ to submit the form.
Need Help?

SFA Financial Services Office

Academic Units

• James Ouellette – Fiscal Manager
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