Husky Buy
Purchasing Request Form

Checking the Status or History of your Request
Login to Husky Buy

- Login to Husky Buy from the Purchasing Department Website.
  - 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.
Checking the Status of a Submitted Request

- On the left hand side of the Husky Buy homepage, click ‘Orders’, After clicking ‘Orders’, a new menu opens, select ‘Procurement Requests’
Checking the Status of a Submitted Request

- This screen will provide you with:
  - a link to open the form, the unique form number, the current workflow status, the date you created the form, who the request is sitting with for processing, the date you submitted the form, and the date the form was approved.
  - Click on the form you would like to look at to see the history.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Request Number</th>
<th>Form Purpose</th>
<th>Form Status</th>
<th>Created Date/Time</th>
<th>Current Workflow Step</th>
<th>Workflow Assignee</th>
<th>Form Type</th>
<th>Requestor</th>
<th>Submitted Date</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Preapproval Request</td>
<td>441657</td>
<td>Generic Request</td>
<td>Under Review</td>
<td>4/20/2020 9:15:04 AM</td>
<td>Business Office Finalize</td>
<td>-</td>
<td>Procurement</td>
<td>James Ouellette</td>
<td>4/20/2020 9:20:00 AM</td>
<td>-</td>
</tr>
<tr>
<td>Purchase Preapproval Request</td>
<td>441656</td>
<td>Generic Request</td>
<td>Returned</td>
<td>4/20/2020 7:55:27 AM</td>
<td>-</td>
<td>-</td>
<td>Procurement</td>
<td>James Ouellette</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Purchase Preapproval Request</td>
<td>440295</td>
<td>Generic Request</td>
<td>Incomplete</td>
<td>4/13/2020 2:10:10 PM</td>
<td>-</td>
<td>-</td>
<td>Procurement</td>
<td>James Ouellette</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Checking the Status of a Submitted Request

To see the history of your request form, click on **History**. You can also see any notes left on the form.
Need Help?

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