

# 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.

UNIVERSITY BUSINESS SERVICES  
**Purchasing Department**

Home About Us Bid Opportunities Procurement Card Resources Online Forms FAQs

UConn Travel Suspension FAQs Emergency Purchase Procedure

**UConn**  
UNIVERSITY BUSINESS SERVICES  
PURCHASING

The University of Connecticut Purchasing Department is a service unit established to support the educational and research missions of the University. It is staffed by procurement professionals who have the requisite knowledge, skills and training to assist University...

CONTRACTS FORMS TRAINING

**HUSKYBUY**  
UConn  
**LOGIN**  
JOB-AIDS

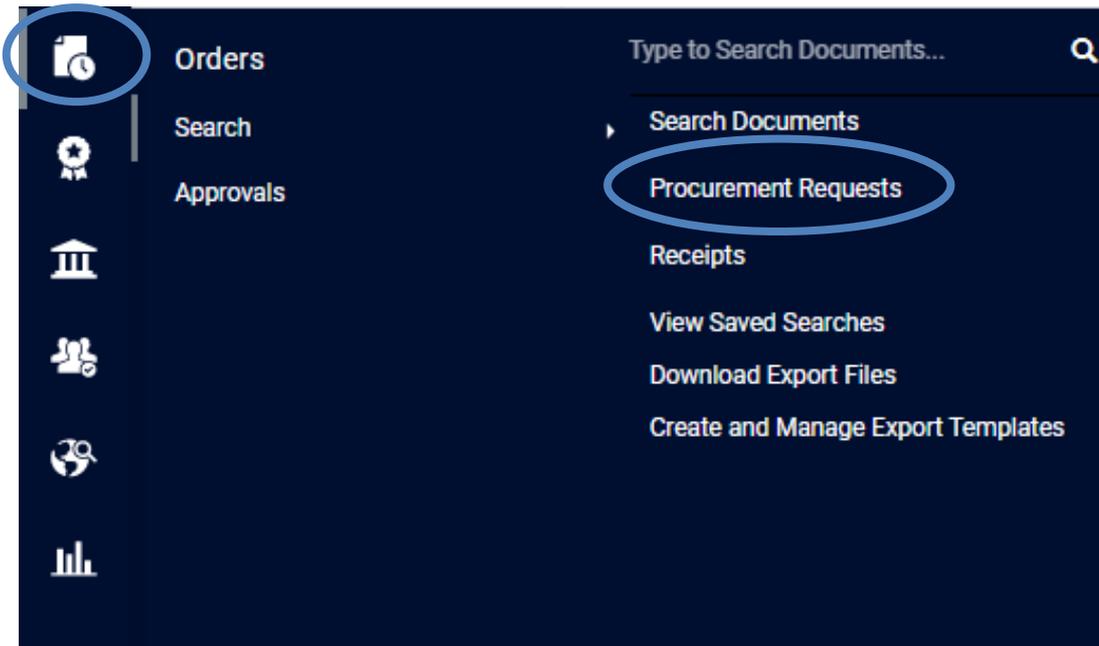
UNIVERSITY BUSINESS SERVICES  
**NEWS FLASH**

**FY21 Blanket Order Procedure**

Related Sites Posted on [April 9, 2020](#)

# 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.

Search Procurement Requests Save As Export

Created Date: Last 90 days  Quick search  Add Filter Clear All Filters

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Form Name	Request Number	Form Purpose	Form Status	Created Date/Time	Current Workflow Step	Workflow Assignee	Form Type	Requestor	Submitted Date	Completed Date
<a href="#">Purchase Preapproval Request</a>	441986	Generic Request	Approved	4/20/2020 10:25:26 AM	-	-	Procurement	James Ouellette	4/20/2020 10:29:05 AM	4/21/2020 11:18:29 AM
<a href="#">Purchase Preapproval Request</a>	441967	Generic Request	Under Review	4/20/2020 9:30:07 AM	Business Office Finalize	-	Procurement	James Ouellette	4/20/2020 9:31:14 AM	-
<a href="#">Purchase Preapproval Request</a>	441657	Generic Request	Under Review	4/20/2020 9:15:04 AM	Business Office Finalize	-	Procurement	James Ouellette	4/20/2020 9:20:00 AM	-
<a href="#">Purchase Preapproval Request</a>	441656	Generic Request	Returned	4/20/2020 7:55:27 AM	-	-	Procurement	James Ouellette	-	-
<a href="#">Purchase Preapproval Request</a>	440295	Generic Request	Incomplete	4/13/2020 2:10:10 PM	-	-	Procurement	James Ouellette	-	-
<a href="#">Purchase Preapproval Request</a>	440372	Generic Request	Under Review	4/13/2020 1:49:57 PM	Business Office Finalize	STANZIONE, CECILE	Procurement	Yvonne Prudente	4/13/2020 2:30:35 PM	-

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# 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.

**Purchase Preapproval Req...** **Instructions** [Request Actions](#) [History](#) [?](#)

Form Number: 2556749  
Purpose: Generic Request  
Status: Under Review

Utilize this form to request the purchase of Goods and/or Services. If you are not using your own research funds, please obtain department head/director approval prior to submitting.

**Instructions**

- Questions
- General
- Sourcing
- Review and Submit
- Form Approvals

[Filter History](#) [Export](#)

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Date	User	Action	Section	SubSection	Context	Field	Old Value	New Value	Note
5/18/2020 2:44 PM	Colleen Bridgeman	Form Request Forwarded			Form Request Workflow		Colleen Bridgeman	Jess Reed	Hey Jess, since you are aware of this purchase, this is ok to process.
5/18/2020 2:42 PM	Colleen Bridgeman	Form Request Assigned			Form Request Workflow: Dept Head/Director Review				
5/18/2020 2:40 PM	Jess Reed	Form Request Approved			Form Request Workflow: Business Office Intake				
5/18/2020 2:40 PM	Jess Reed	Form Request Assigned			Form Request Workflow: Business Office Intake				
5/18/2020 2:40 PM	Jess Reed	Modified	Review and Submit		Purchase Preapproval Request	Status	Returned	Under Review	
5/18/2020 2:40 PM	System	Form Request Submitted			Form Request Workflow				

# Need Help?

## SFA Financial Services Office

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