Business Office  
Phone: 218-0483  
Email: [**CHS-Business-Orders@uky.edu**](mailto:CHS-Business-Orders@uky.edu)  
Get forms online: [**http://bit.ly/chs\_forms**](http://bit.ly/chs_forms)

How To Place Supply Orders

***All orders should flow through the Division’s Staff Support***

1. The Staff Support fills out order form.



* 1. Please check the pre-approval box if you are requesting to place the order yourself.
  2. Include Vendor Name, Address, telephone number and website (if applicable).
  3. Include Requestor name, telephone number and ship-to address.
  4. Include the business purpose.
  5. Ensure that all catalog numbers are correct (for Amazon/Walmart orders it is helpful if you include a picture of the item you are ordering). See below for Office Max orders.
  6. Include the cost center (must be a number, not the name of the account).
  7. Review Order Form and all attachments to ensure that they are accurate and complete before submitting to the Business Office Order email ([CHS-Business-Orders@uky.edu](mailto:CHS-Business-Orders@uky.edu)).

1. Get appropriate electronic signatures.
2. Submit order form electronically to the Business Office email with all necessary attachments. If a quote is necessary, include with the order form.
3. Business Office approves:
4. If items will be ordered by the Business Office please watch for a confirmation email from Ruth Lawlor or Katie Lopez. If necessary, the Business Office will complete Vendor applications.
5. If items will be ordered by the Staff Support please make sure to check the pre-approval box on the order form. The Business Office will notify the Staff Support of approval (and internal order number) and hold order form until the receipt, packing slips, or other necessary documentation is received (can be photocopies and should be submitted electronically).
6. Documentation:
7. Procards: Original credit card receipt needs to be returned to either Ruth or Katie in the Business Office for processing (please note the internal order number on the receipt). Electronic receipts from vendor may be emailed to Ruth or Katie in the Business Office (please note the internal order number in the subject line).
8. PRDs: Copy of receipt, packing slip, etc. need to be emailed to Ruth or Katie. Please note the internal order number in the email subject line. Sign and date packing slip to confirm that the item (s) were received and were satisfactory.

***If you receive an item and there isn’t a packing slip, please let us know your item was received. Please send an email to Ruth or Katie confirming receipt (please note the internal order number in the subject line).***

**Helpful Hints when Placing an Order**

* Please remember to attach a quote if the order is over $2,000 for one piece of equipment or the entire order is over $5,000. Please note that the process for these orders may take additional time. If there is any doubt, please discuss with Business Office before submitting these orders.
* When purchasing promotional and print material, please submit a copy of sample work to be used for current custom order and a quote from the vendor. This includes Southland Printing, Progressive Marketing, Welch Printing, etc.
* Office Max – to ensure that catalog numbers # are correct and the purchase is allowable, follow this procedure:
  + Log into:
* Officemaxworkplace.com
* User name "ukbrowsesrm1"
* Password "omax222”
* Browse catalog
* Continue
* The item # is what is most helpful.