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 Technology Orders

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

1. Before placing order, please consult the IT Purchasing Cheat Sheet to see if the Office of Technology needs to be involved in the ordering process and what items are acceptable to purchase:



* 1. If the IT Office needs to be involved in the purchasing process, send an email to [CHS.Helpdesk@uky.edu](mailto:CHS.Helpdesk@uky.edu). They will help you decide on the best option and get the quotes if needed.
  2. If you are seeking to purchase toner, please contact the Technology Office. We are working on a new system to stream line this process, so stay tuned!
  3. If you are seeking to purchase an iPad or another secondary device, complete the justification below and submit it along with the order form to the CHS Helpdesk email.



* 1. If you are seeking to purchase supplies, the preferred vendors are More Direct and CDW-G (You must see if the items you are purchasing are available through these vendors first. If they are not, please contact Ruth or Katie in the Business Office for assistance).
     1. To search the catalogues, please go here:

**More Direct**

<https://www.moredirect.com/cbs_order_asp/LoginX.php>

Login: uni469

Password: brand

**CDW-G**

[http://www.cdwg.com/shop/custompages/default.aspx?](http://www.cdwg.com/shop/custompages/default.aspx?CustomPageKey=33F5C52B7E5A49019474BB56B2AD83AC)

No login or password necessary

1. The Staff Support completes an order form.



* 1. Check the pre-approval box if you will be placing 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.
  6. Include the cost center (must be the number, not the name of the account)
  7. Review Order Form and all attachments to ensure that they are complete and accurate before submitting to the Business Office or IT.

1. Get appropriate electronic signatures
2. Submit order form electronically to the Business Office email ([CHS-Business-Orders@uky.edu](mailto:CHS-Business-Orders@uky.edu)) with all necessary attachments. If a quote is necessary, include with the Order Form.
3. Business Office approves and places order.
4. Please let us know when items have been received by sending submitting a copy of the packing slip (dated and signed by the requestor indicating that the item was received and was satisfactory). If there is not a packing slip, please send an email indicating that the item was received and was satisfactory.

***Any follow-up queries should come from the Staff Support to Ruth or Katie in the Business Office.***