Business Office  
Email: [**CHS-Business-Orders@uky.edu**](mailto:CHS-Business-Orders@uky.edu)  
Link: <https://www.uky.edu/chs/ofa/online-order-forms>

How To Place Supply Orders On-line

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

1. The Staff Support fills out the online order form at the link: <https://www.uky.edu/chs/eform/submit/purchasing-form>
2. Detailed instruction to fill out the online order form are available in the Instructional Packet located at: <https://www.uky.edu/chs/ofa/online-order-forms>
3. Once you have pressed the submit button at the bottom of the online order form it will be automatically routed to the fiscally responsible account holder for approval. You can check the status by checking your individual order history page. The Instructional packet contains detailed instructions on how to find your individual page. PLEASE BE AWARE the financial analysts will not see your order until it has been approved.

**HELPFUL HINTS**

* If items will be ordered by the Staff Support please make sure to check the pre-approval box on the online order form. The Business Office will notify the requestor of approval and how to obtain method of payment. The requestor will be required to email or upload online the receipt, packing slips, or other necessary documentation as received (should be submitted electronically).
* Procards and PRDs: Original credit card receipt and packing slips need to be scanned, uploaded online or emailed to your financial analyst in the Business Office for processing (please note the internal order number on the receipt). Electronic receipts from vendor may be emailed to your financial analyst (please note the internal order number in the subject line).

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

* Please remember to attach a quote if the order is over $5,000 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.
* Please remember that items/equipment $10,000 or over on grant funding are subject to Uniform Guidance Regulations. Please contact your financial analyst or see the below link for more information: <https://www.research.uky.edu/office-sponsored-projects-administration/federal-uniform-guidance>
* 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. Please see “Tips for Purchasing Promotional Items” on the purchasing cheat sheets.
* Office Depot – to ensure that catalog numbers # are correct and the purchase is allowable, follow this link to the UK Catalog: <https://business.officedepot.com/generalinfo/UK_Browser.pdf>