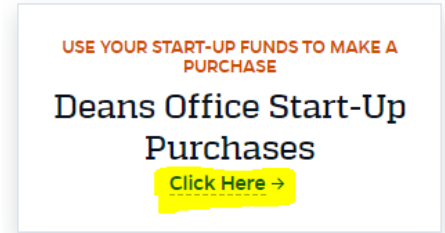
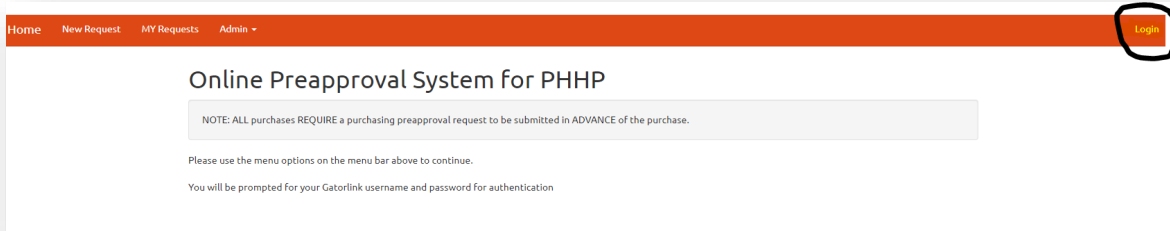


HSRMP Purchase Requests: Deans Office Start-Up Purchases

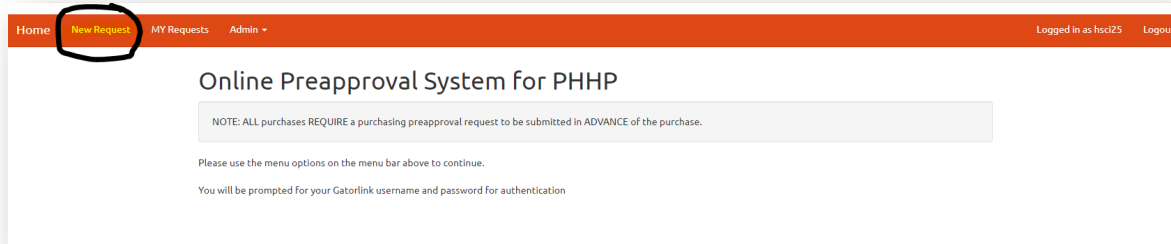
1. Click the 'Click Here' Button to open the [Online Preapproval System for PHHP](#)



2. Log in to the portal using your Gatorlink information



3. Select 'New Request' at the top left to start a new request form



4. Fill out the form with the required information

Notes:

- **Department = "DO"** ***You are using DO Start-up Funds***
- **Funding Source/Chartfield** = Your Startup
 - **Example: Dr. _____ Start-Up**
- **Purchase Type** = Method of Purchase
 - PCard – Can be paid by UF Credit Card
 - PO – Needs a Purchase Order or Quote from IT
 - Direct Bill – UF Department that requires Chartfield
 - Reimbursement – Need reimbursement for a purchase

Please contact your Department Administrator before purchase
- **Vendor Address** = N/A
- **Vendor Telephone** = (Please include if found)
- **Vendor FEID** = N/A
- **Purpose** = Detailed description for approval.
 - **Please indicate the research significance of the purchase.**
 - **For non-research purchases, please consult with Department Administrator**

A screenshot of the purchase request form. The header is orange with "Home", "New Request", "MY Requests", and "Admin" links. The form fields include: Name (text input with "Jackson,Lance"), Department (dropdown menu with "Select"), Vendor (text input with "vendor"), Purchase Type (radio buttons for Pcard, PO, Direct Bill, Reimbursement), Funding Source/Chartfield (text input with "Funding Source/Chartfield"), Pcard Holder Name (text input with "pcard_holder_name"), Vendor Address (text input with "vendor_address"), Vendor Telephone (text input with "vendor_telephone"), Vendor Feid (text input with "vendor_feid"), Purpose (text area with "purpose"), and Event Date (text input with "event_date"). A "Next>>" button is at the bottom right.

5. Fill in the boxes with the required information and click **'Add'** (*Will not populate if you don't click 'Add'*)

Example:

- **Quantity** = 1
- **Description** = CAHME Membership
- **Price Per Unit** = Item Price

Note:

- Please add multiple line items for purchases to the same vendor

Please enter all line items associated with this request:

Quantity	Description	Price per Unit	Add
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6. Press 'Submit' to finish the Purchase Request Form

Quantity	Description	Price Per Unit	Amount	Delete?
1	Sticky Pads	\$3.00	\$3.00	Delete
Total			\$3.00	

Please enter all line items associated with this request:

Quantity	Description	Price per Unit	Add
----------	-------------	----------------	------------

Click the button below to submit your request to the DO:

Submit

7. Once the status of your request is updated, you will receive an email saying **APPROVED, DENIED, or MORE INFORMATION NEEDED.**

Hi,
The status of your **preapproval** request is: **Approved:**
You may review/resubmit your requests at:
<https://internal.phph.ufl.edu/phph/preapproval/reg>

8. Forward approval email to Department Administrator and Administrative Assistant for purchase.

If you have any questions or need further assistance, please contact your Department Administrators.