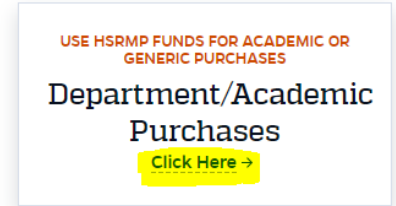


# HSRMP Purchase Requests: Department/Academic Purchase

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



2. Log in to the portal using your Gatorlink information:

Home New Request MY Requests Admin

### Online Preapproval System for PHHP

NOTE: ALL purchases REQUIRE a purchasing preapproval request to be submitted in ADVANCE of the purchase.

Please use the menu options on the menu bar above to continue.  
You will be prompted for your Gatorlink username and password for authentication

Login

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

Home **New Request** MY Requests Admin

### Online Preapproval System for PHHP

NOTE: ALL purchases REQUIRE a purchasing preapproval request to be submitted in ADVANCE of the purchase.

Please use the menu options on the menu bar above to continue.  
You will be prompted for your Gatorlink username and password for authentication

Logged in as hsci25 Logout

4. Fill out the form with the required information:

#### Notes:

- **Department** = HSRMP
- **Funding Source/Chartfield** = Type of purchase
  - Academic, Alumni, Dept. Funded, Foundation
- **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 the Dept. Administrator before purchase\*\*\***
- **Vendor Address** = N/A
- **Vendor Telephone** = (Please include if found)
- **Vendor FEID** = N/A
- **Purpose** = Detailed description for correct funding

Home New Request MY Requests Admin

Name: Jackson, Lance

Department: Select

Vendor: vendor

Purchase Type:  Pcard  PO  Direct Bill  Reimbursement

Funding Source/Chartfield: Funding Source/Chartfield

Pcard Holder Name: pcard\_holder\_name

Vendor Address: vendor\_address

Vendor Telephone: vendor\_telephone

Vendor Feid: vendor\_feid

Purpose: purpose

Event Date: event\_date

Next>>

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	<b>Add</b>
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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	<b>Delete</b>
Total			\$3.00	

Please enter all line items associated with this request:

Quantity	Description	Price per Unit	<b>Add</b>
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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.php.ufl.edu/php/preapproval/req>

8. HSRMP Administration will handle the purchase once is it **APPROVED.**

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