# HSRMP Purchase Requests: PI IDC/Misc. Donor Purchases

1. Click the **'Click Here'** Button to open the [PHHP Research Administration Core - Request to Purchase/Payment](#)

2. You will be taken to a **'New Purchase Form'** upon following the link

(Log in to the portal with your Gatorlink information if you are not automatically logged in)

3. Fill out the form with the required information
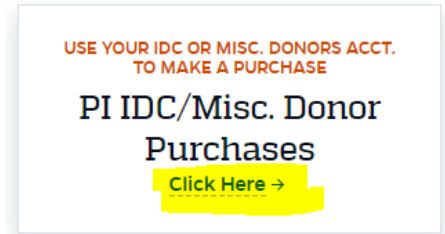
   Notes:

   - **Department =** HSRMP
   - **Principal Investigator =** Find your name
   - **Project Number =** Put the Project Number or Account Name
     - *Example:* **Dr. _____ IDC or Misc. Donors**
   - **Vendor** = Input Vendor Name
     - *Example:* **AcademyHealth**
   - **Purpose of Product/Service =** Description of purchase
   - **Benefit to Project =** Purchase' significance to research
     Please Note: Purchases with research limited purposes must be split with Department Funds
   - **100% IDC Purchase/Payment Certification Statement**
     - *Example:* **Purchase will be used only for research**
     - If not, leave blank

4. Fill in the Department's Address Information

Notes:

Department Physical Address:
1225 Center Drive HPNP 3rd Floor Rm. 3101
Gainesville, FL 32610

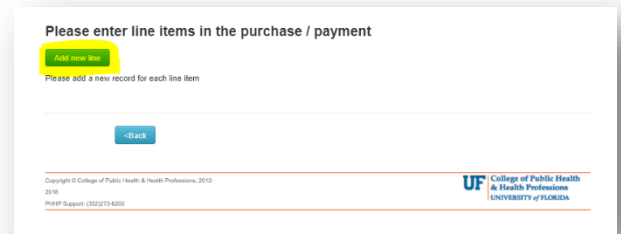**Department PO Box:** (if you choose to send it to Dept. Mailbox)
PO Box 100195
Gainesville, FL 32610
Individual responsible for retrieving packing slips and returning them to the core = PI or HSRMP Admin Asst.

5. On the next page, click **'Add New Line'** to enter line items for purchase.

Please enter line items in the purchase / payment
Add new line
Please add a new record for each line item

<Back

Add new line item

Return

Project

(Enter project # if you want to split payment)

Quantity

Item/Invoice Number

Item/Invoice Description

Should contain model, part, or version number(s) to identify the items

Unit Price

Next

6. Fill in the boxes with the required information.
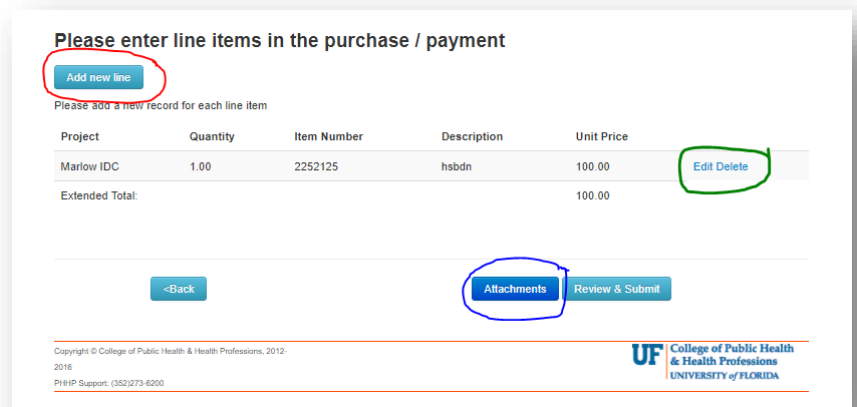
Notes:

Project Number = Put the Project Number or Account Name

- **Quantity =** # of Items
- **Item/Invoice Number =** Invoice Number on Document
- **Item/Invoice Description =** Detailed Item Description
- **Unit Price** = Item Price

Click '**Next'** to submit the line item

7. Click the following boxes to continue the request.

- **Add New Line:** Add multiple line items for purchases to the same vendor
- **Edit/Delete:** Edit or Delete the line items
  - ***Please be aware that these are two separate buttons***
- **Attachments [IMPORTANT]:** Please add an invoice, receipt, or supporting documentation for the purchase

Please enter line items in the purchase / payment

Add new line

Please add a new record for each line item

Project	Quantity	Item Number	Description	Unit Price	
Marlow IDC	1.00	2252125	hsbdn	100.00	Edit Delete
Extended Total:				100.00	

<Back   Attachments   Review & Submit

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8. Upload an attachment to the request.

[Invoice, Receipt, Supporting Documentation]

Steps:

1. Type a Brief Description of the Document
2. Click **'Choose File'** to select a file from your folders
3. Click **'Upload'** to upload the file
4. Click **'Next'** when you are finished uploading all the files

Please attach required documents supporting your purchase request. Note that you can attach multiple files if required. Hit the 'Upload' button after selecting a file. Hit the 'Next' button when all uploads are complete.

Brief Description of document

Attach file:
Choose File   No file chosen

Upload

<Back   Next>

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Please enter line items in the purchase / payment

Add new line

Please add a new record for each line item

Project	Quantity	Item Number	Description	Unit Price	
Marlow IDC	1.00	2252125	hsbdn	100.00	Edit Delete
Extended Total:				100.00	

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9. Click **'Review and Submit'** when you are done entering line items and uploading attachments

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10. Please review carefully and make sure all information is entered correctly.   Press **'Submit'** to process your purchase request with the PHHP Research Core.

Please review and hit the 'Submit' button below to submit your request for processing:

Purchase/Payment Information

Purchase ID	9646		Vendor	Amazon
Dept Code	HSRMP			
Submitted By	Jackson, Lance			
Date Submitted	2022-01-19			
PI/Faculty Name	Jacobs Molly			
Project Number	Jacobs IDC			
100% IDC Purchase/Payment Certification Statement	125511			
Alternate Delivery Address	fasd			
Person Responsible for Packing Slips	fs			
Grants Core Comments				

Purpose of product/service

jfg

Benefit to project

kgkk

Line items

Quantity	Item/Invoice Number	Description	Unit Price
1.00	2252125	hsbdn	100.00
Extended Total:			100.00

<Back   Submit

11. You will receive an email from the PHHP Research Core Team giving you the status of your Purchase Request.

12. The Fiscal Administrator for the Grants Team will reach out to you to assist with the payment or inquire further information regarding your Purchase Request.

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