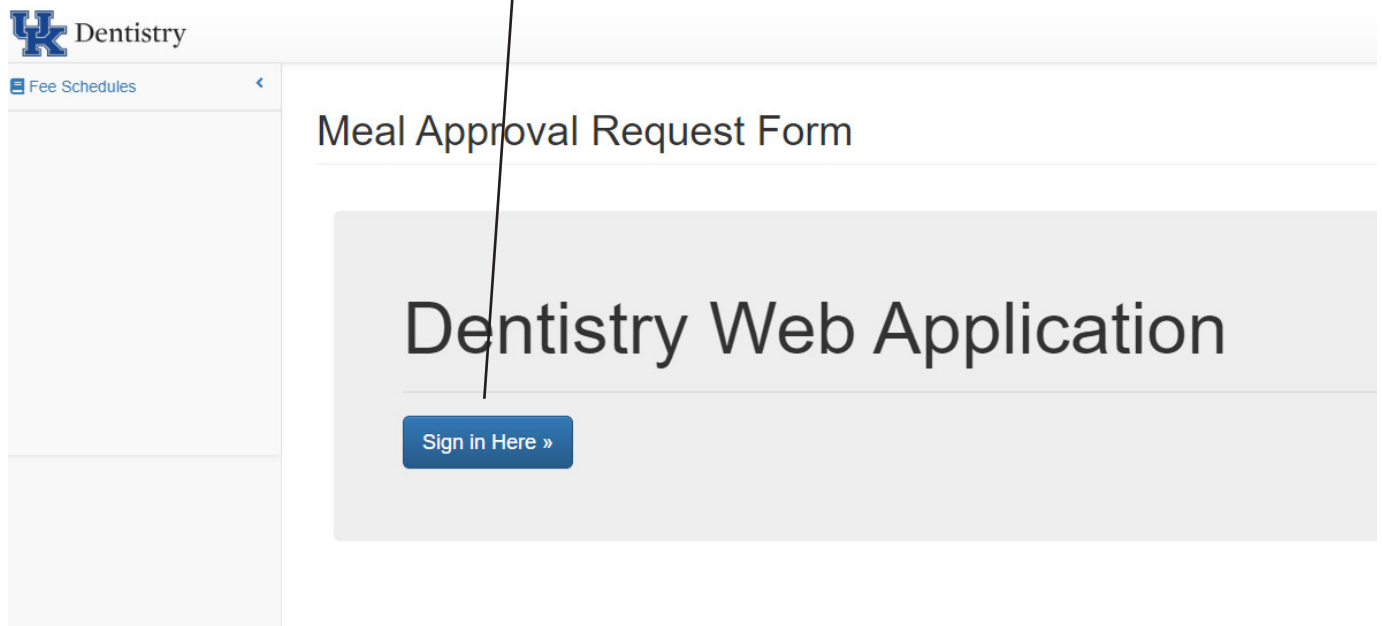


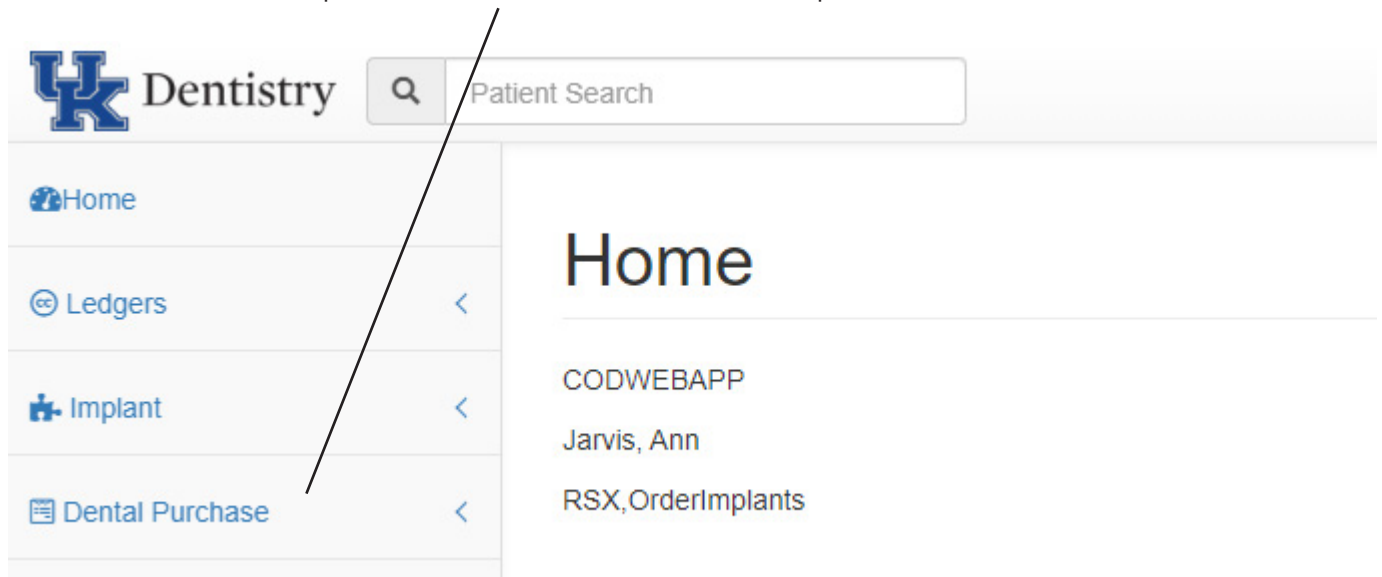
UKCD Meal Request Form Overview

Prior to ordering food, a request should be submitted via the online UKCD Meal Request Form, located at <https://dentistrywebapp.mc.uky.edu>. Please note you must be connected to UK's network in order to access this link.

Use your LinkBlue information to log in to <https://dentistrywebapp.mc.uky.edu>.



On the left, click to expand the Dental Purchase menu option.



Click on Meal Approval Request Form in the Dental Purchase section to open the form.

UK Dentistry

- Home
- Ledgers
- Implant
- Dental Purchase**
 - Request Form
 - Request Log
 - Supervisor Status
 - Meal Approval Request Form**

Home

CODWEBAPP
Jarvis, Ann
RSX, OrderImplants

Fields to complete on the form include:

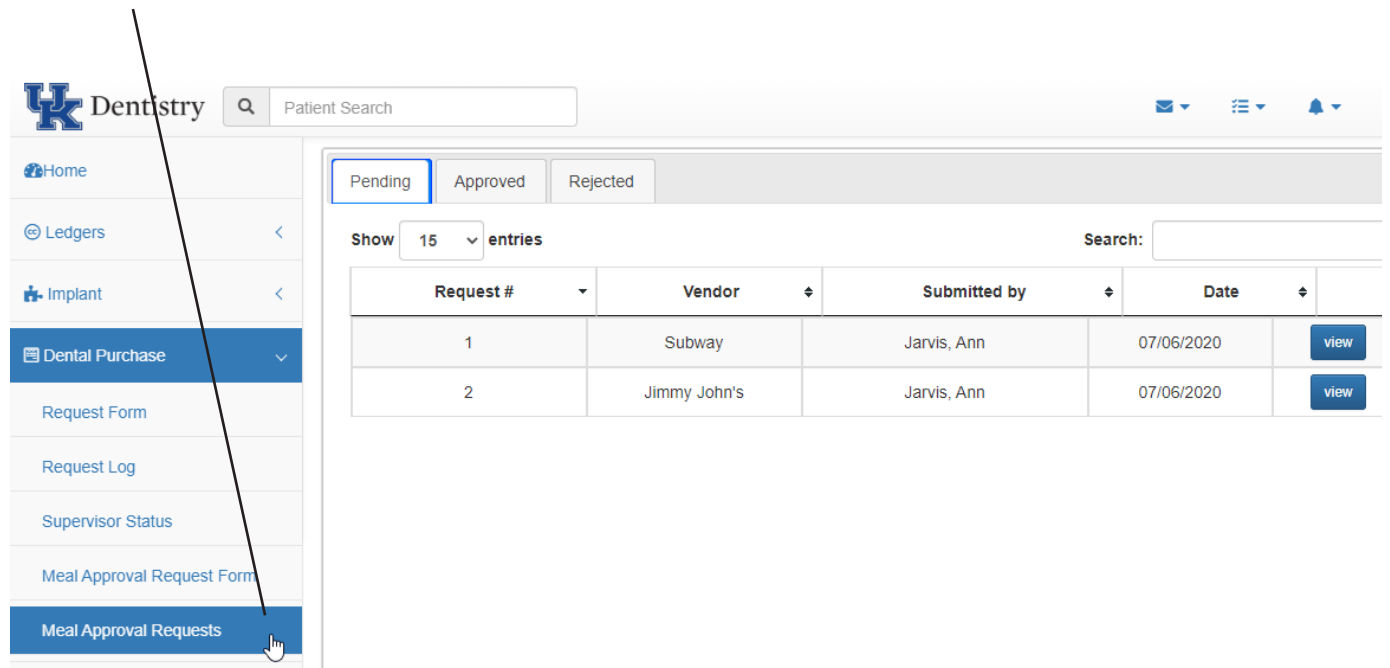
- Vendor name
- Date of Event
- Estimated number of attendees
- Event location (room number)
- Purpose of the event (business purpose)
- Estimated Total Cost
- Cost Center (s) and Percentage to charge - multiple cost centers may be entered

Upon clicking the submit button, entries will be forwarded to the Associate Dean of Administration and Finance.

If you need to cancel a request, contact the Associate Dean of Administration and Finance. If you need to edit request, contact the Associate Dean of Administration and Finance to request your initial submission be cancelled prior to submitting an updated request.

The screenshot shows the 'UK Dentistry' web application interface. At the top left is the UK Dentistry logo. To its right is a search bar labeled 'Patient Search'. Below the logo is a vertical navigation menu with the following items: Home, Ledgers, Implant, Dental Purchase (expanded), Request Form, Request Log, Supervisor Status, Meal Approval Request Form (highlighted with a mouse cursor), Meal Approval Requests, DSP, Self Service, and Quality Assurance. The main content area is titled 'Meal Approval Request Form' and contains the following fields: Vendor (text input with a lock icon), Date of Event (text input), Estimated # of Attendees (text input with value 0), Event Location (text input), Purpose of Event (text input), and Estimated Total Cost (text input with value 0). At the bottom, there is a table for cost centers with columns 'Cost Center #', 'Percentage to charge', and 'Add Cost Center'. The first row shows a cost center number input, a percentage input with value 100, and a trash icon. A green 'Submit' button is located at the bottom center of the form.

You will receive an email confirmation of your submission. If you are unsure if you have already submitted a request, expand the Dental Purchase menu option and select Meal Approval Requests to view a list of your submissions.



The screenshot shows the UK Dentistry web application interface. On the left is a sidebar menu with the following items: Home, Ledgers, Implant, Dental Purchase (expanded), Request Form, Request Log, Supervisor Status, Meal Approval Request Form, and Meal Approval Requests (highlighted with a mouse cursor). A line points from the text above to this menu item. The main content area shows a 'Pending' tab selected, with 'Approved' and 'Rejected' tabs also visible. Below the tabs, there is a 'Show 15 entries' dropdown and a search box. A table displays two entries:

Request #	Vendor	Submitted by	Date	
1	Subway	Jarvis, Ann	07/06/2020	view
2	Jimmy John's	Jarvis, Ann	07/06/2020	view

You will receive email confirmation of approval or rejection of your form submission following review.