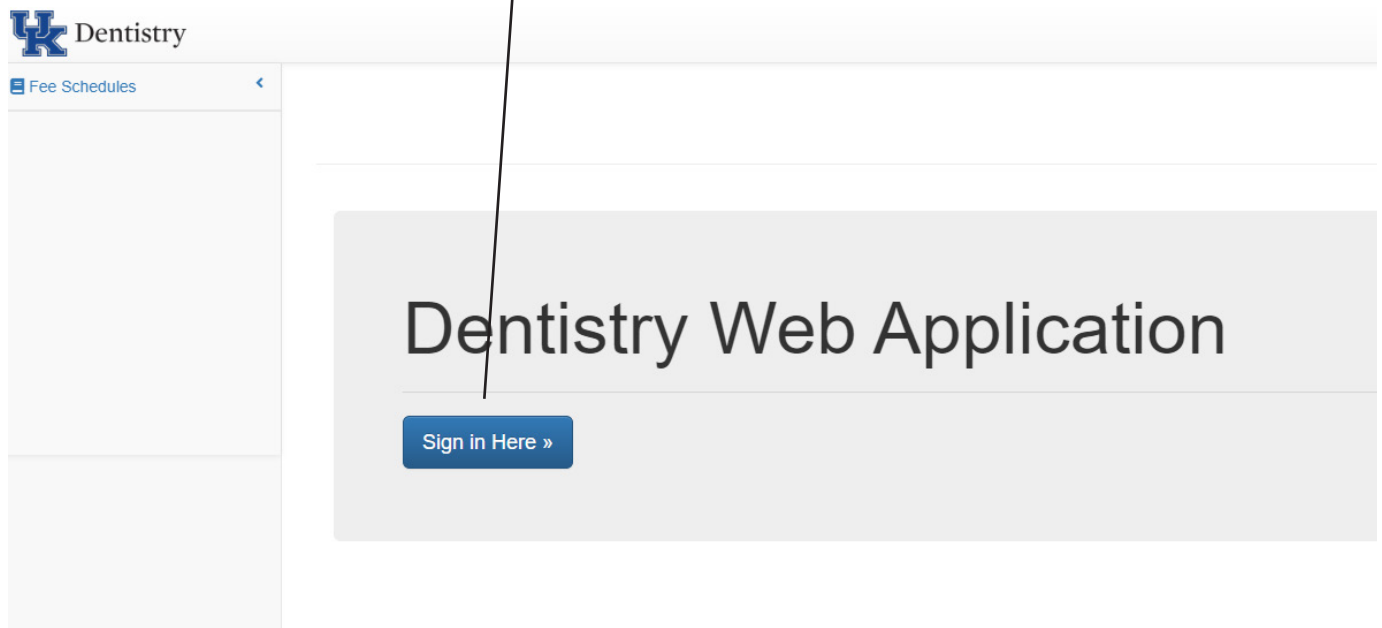


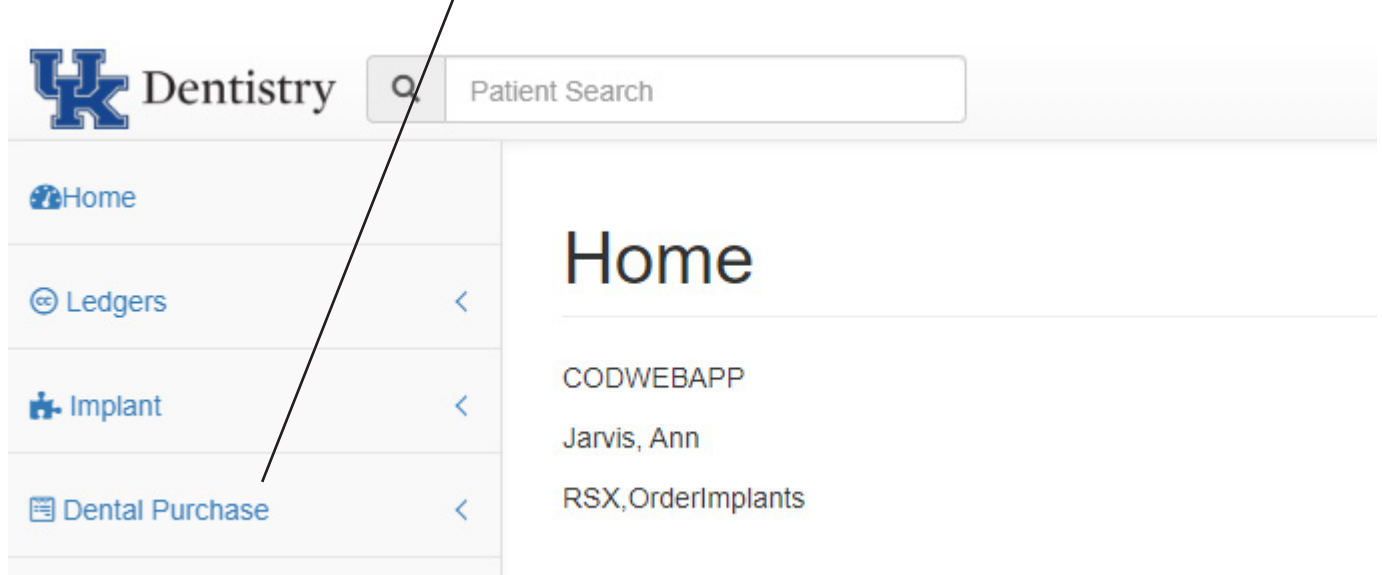
## UKCD Procard Form Overview

Prior to using, or borrowing, a procard to make a purchase, a request should be submitted via the online UKCD Purchase 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 Request Form in the Dental Purchase section to open the form.

**Dentistry** Patient Search

Home  
Ledgers  
Implant  
**Dental Purchase**  
**Request Form**  
Request Log  
Supervisor Status  
Meal Approval Request Form  
Meal Approval Requests  
DSP  
Self Service  
Quality Assurance

## Request Form

Vendor :

Item#	Item	Quantity	Unit	Add Item
<input type="text"/>	<input type="text"/>	1	Bag	<input type="button" value="Add Item"/>

Cost Center / Grant	Percentage to charge	Add Cost Center
<input type="text"/>	100	<input type="button" value="Add Cost Center"/>

Business Purpose :

Special Instructions :

IT Purchase  Procard Purchase  Service Request

Upload Files :

Fields to complete on the form include:

- Vendor name - if you are unable to locate your vendor, contact the Business Office
- Item number, name, quantity and Unit type
- Cost Center (s) and Percentage to charge - multiple cost centers may be entered
- Business Purpose
- Special Instructions (if needed)
- Select the Procard Purchase Box
- If ordering for another unit/clinic/department, upload a copy of that group's request/approval of the estimated cost to the Upload Files area.

Upon clicking the submit button, entries will be forwarded to your supervisor. After receiving your supervisor's approval, you may use, or borrow, a procard to complete the purchase. If borrowing a procard, please provide the order number for the request you submitted online.

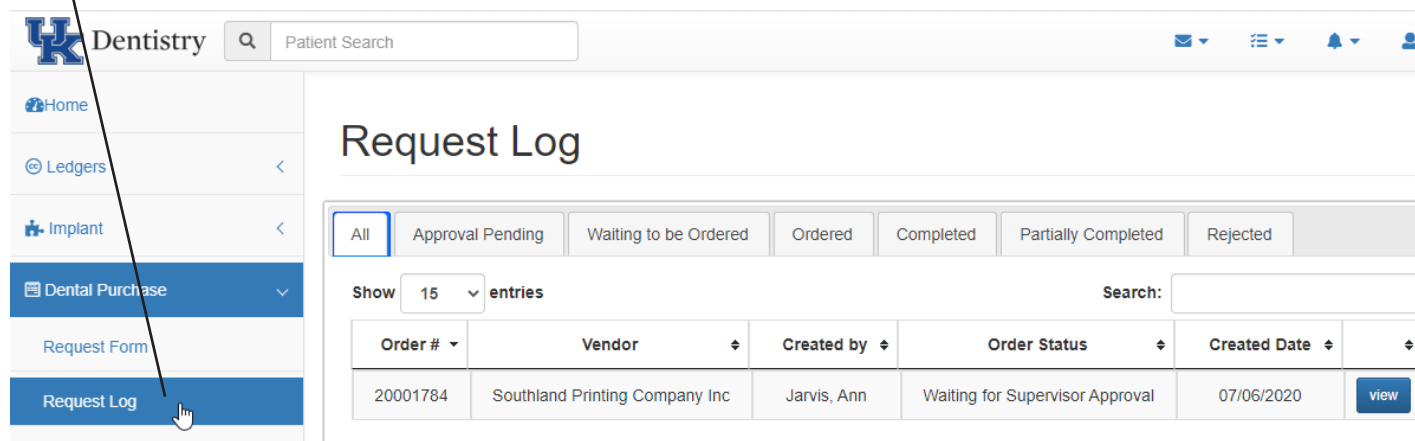
If you need to cancel a request, contact your supervisor.

If you need to edit/adjust a request, contact your supervisor.

The screenshot shows the 'Request Form' interface for UK Dentistry. On the left is a navigation sidebar with options: Home, Ledgers, Implant, Dental Purchase (expanded), Request Form (highlighted), Request Log, Supervisor Status, Meal Approval Request Form, Meal Approval Requests, DSP, Self Service, and Quality Assurance. At the top right is a 'Patient Search' field. The main content area is titled 'Request Form' and contains the following fields and controls:

- Vendor:** A text input field with a search icon.
- Item Table:** A table with columns: Item#, Item, Quantity, Unit, and an 'Add Item' button. The first row contains an empty item number, an empty item name, a quantity of '1', and a unit of 'Bag' with a dropdown arrow and a delete icon.
- Cost Center / Grant:** A text input field.
- Percentage to charge:** A text input field containing '100' and a delete icon. An 'Add Cost Center' button is located to the right.
- Business Purpose:** A large text area for describing the purpose of the purchase.
- Special Instructions:** A large text area for providing any special instructions.
- Purchase Type Selection:** Three checkboxes: 'IT Purchase', 'Procard Purchase', and 'Service Request'. The 'Procard Purchase' checkbox is currently selected.
- Upload Files:** A text input field with a 'Browse ...' button.
- Submit:** A green button at the bottom center.

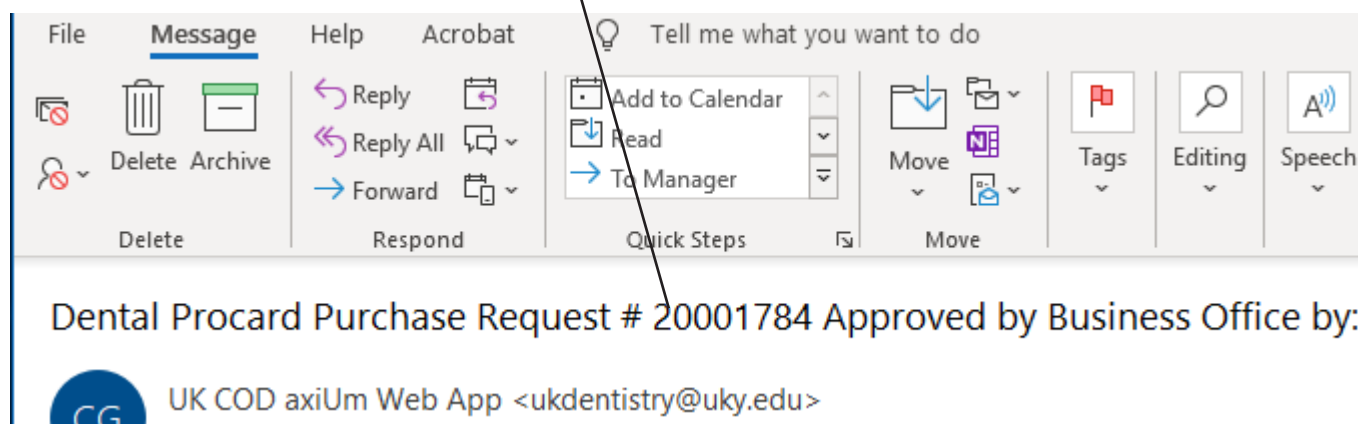
You will receive an email confirmation of your submission. If you are unsure if you have already submitted a request, expand the Dental Purchase menu option and select Request Log to view a list of your submissions.



The screenshot shows the UK Dentistry web application interface. On the left is a navigation menu with options: Home, Ledgers, Implant, Dental Purchase (expanded), Request Form, and Request Log. The main content area is titled 'Request Log' and features a filter bar with tabs: All, Approval Pending, Waiting to be Ordered, Ordered, Completed, Partially Completed, and Rejected. Below the filter bar, it says 'Show 15 entries' and includes a search field. A table displays one entry with the following data:

Order #	Vendor	Created by	Order Status	Created Date	
20001784	Southland Printing Company Inc	Jarvis, Ann	Waiting for Supervisor Approval	07/06/2020	<a href="#">view</a>

You will receive email confirmation of approval or rejection of your form submission following review. This email will include your order number.



The screenshot shows an email client interface. The message title is 'Dental Procard Purchase Request # 20001784 Approved by Business Office by:'. The sender is 'UK COD axiUm Web App <ukdentistry@uky.edu>'. The Quick Steps menu is open, showing options: Add to Calendar, Read, and To Manager. A hand cursor points to the 'To Manager' option.

## Information for Reviewing Supervisors

You will receive an any for any submissions from your direct reports. Click on the link included in the email (while on UK's network) to review submissions. You have the option to approve or reject requests.

**From:** UK COD axiUm Web App <[ukdentistry@uky.edu](mailto:ukdentistry@uky.edu)>  
**Sent:** Thursday, July 16, 2020 4:29 PM  
**To:** Wethington, Ryan L. <[ryan.wethington1@uky.edu](mailto:ryan.wethington1@uky.edu)>  
**Subject:** Dental Procard Purchase Request 20001859 Submitted by: Boxx, James E.  
**Importance:** High

Dental Procard Purchase Request Submitted.

Login to review . <https://dentistrywebapp.mc.uky.edu/Purchase/supervisor-status>

Once you log in, click on Dental Purchases on the left, and then click on Request Log. You will see any outstanding requests. Click the View button by a request to review details of the request.

Request Log

Order #	Vendor	Created by	Order Status	Created Date	
20001859	Southland Printing Company Inc	Boxx, James	Waiting for Supervisor Approval	07/16/2020	view

You have the option to approve or reject requests. Staff submitting requests will be notified after you approve or reject a request.

Date Created : 07/16/2020 04:29:28 PM  
Vendor : Southland Printing Company Inc  
Order Status : Waiting for Supervisor Approval Last Updated: 7/16/2020 4:29:28 PM(Boxx, James)

Item#	Description	Quantity	Unit
1	cards	1	Bag

Costcenter: 1013212120 Percentage: 100 Add Cost Center

Business Purpose : Test

Special Instructions :

Approve Reject Modify Order