**Business Center Procedures**

**For all purchases:**

* Fill out a triage ticket for the type of purchase you are making (travel, office supplies, books and other items, etc...) on the business center website (specific links below). You will need to sign in with your UK ID and password to see and complete these forms.
* Once you submit a ticket, a business center staff member will be assigned to your ticket. They will respond with updates, questions, and further instructions directly from triage. You will receive these as emails coming from [asbusinesscenter@bc-triage.as.uky.edu](mailto:asbusinesscenter@bc-triage.as.uky.edu) or something similar. You can respond directly to the email and they will receive your response.
* Under the account number/name part of these forms, please type in “name, type of funding” (“Hunt dept. travel funds”, “Basu CRAA funds”, “Todd startup funds”, etc...). This will ensure that expenses are charged to the correct funds.
  + Expenses should be charged to specific funds that have been allotted to you (department travel funds, startup funds). If you would like to place an order that will be charged directly to the department and not your allotted funds, please send the request to the Chair and Department Manager so the request can be approved before the order is placed.

**Booking travel:**

* ***Before your trip:*** Fill out a travel request form on the business center website (https://www.as.uky.edu/travel-form).
  + Once the form is submitted and approved, it will create a triage ticket and you will receive an email with instructions letting you know how to book your airfare, registration, lodging, and meals. There are some travel expenses that can be paid with a procurement card prior to the trip and other expenses that will be reimbursed after the trip with submission of receipts.
  + Once a triage ticket is created, one or more staff from the business center will be assigned to your travel request.
  + If you will be using a procard to pay for any expenses, please contact the staff assigned to your travel request via phone to get the credit card number. The number is not able to be given out by email or fax for security reasons. Please discard of the number when you are done using it. There are separate credit cards used for specific types of purchases so it is best to ask for a new procard number each time your expense is approved to purchase with a procard.
  + If you are planning on booking your airfare from a non-UK vendor or will have personal travel included with your business travel, please contact the business center prior to booking your travel as there are different policies to follow and documentation needed regarding these situations.
* ***After your trip:*** Submit any receipts for reimbursement and let the business center know if you will be requesting per diem for meals.
  + You can attach scanned copies of receipts to the triage ticket or email them to one of the staff assigned to your travel request.
  + Once your travel reimbursement has been processed you will receive notification that you need to electronically sign your travel reimbursement through the university’s TRIP system. You will receive instructions on how to sign the document.

**Purchasing books and other research materials:**

* Fill out a requisition form on the business center website (<https://www.as.uky.edu/requisition-form>)
  + Provide as much information as possible about the item you want to purchase (ISBN, Model #, description, etc…).
  + The university has approved vendors for most items:
    - Office Depot (office supplies- fill out a separate form)
    - Apple
    - Dell (for computer purchases fill out a computer requisition form and choose items from standard quote list)
    - More Direct (accessories, software)
    - CDW-G (accessories, software)
  + Please look for items at these vendors first. If the vendor does not have it, you can use Amazon or another vendor and let the business center know that the approved vendors did not carry your item.
  + Once your request has been approved, the business center will order your item.
  + Once you receive the item, please send a scanned copy of the invoice or packing slip to the staff assigned to your ticket.

**Purchasing office supplies via Office Depot**

* The university’s approved vendor for office supplies is Office Depot.
* Fill out an Office Depot order form on the business website (<https://www.as.uky.edu/office-depot-order-form>)
  + You can browse the UK Office Depot website to find item numbers and descriptions in order to fill out the form.
  + The website address for UK Office Depot is https://[business](https://business.officedepot.com/).officedepot.com/
  + **Log in: ukbrowsesrm1 and Password: Welcome1**
* **Once your request is approved, the business center will order your items.**
* **Once you receive your item(s), send a scanned copy of the invoice or packing slip to the staff assigned to your ticket.**

**Request to purchase a computer:**

* For computer purchases, the business center and Hive (A&S IT department) have created standard quotes that will meet most faculty’s computer needs. These quotes can be found here: <https://www.as.uky.edu/purchasing-standards>
* Please make sure that the funding you are using has been approved for a computer purchase (i.e. start up funds, research funds, etc…) as not all types of funding can be used to purchase a computer.
* Fill out the computer requisition request form on the business center website (<https://www.as.uky.edu/IT-requisition-form>)
* Once approved, the business center will purchase the computer.
* Once the computer arrives, it will be sent to the Hive first. They will inventory the computer, install software, connect it to the A&S server, and provide any other IT requirements. Hive will contact you when the computer is ready to be picked up.

**The Hive**

* The Hive is A&S’ IT department focusing on creative and technical services.
* To request help with computer, printing, or other computer related issues you can fill out a help request here: <https://www.as.uky.edu/help-desk-form>
* A staff member will be assigned to your ticket and will contact you to set up a date/time to meet with you.