

# Animal Procurement Request Form Instructions

Log into GW iBuy+ EXPENSE.

Select the **Requests** menu tab, then click **New Request**.

From the **Type of Request** drop-down menu, select **Animal Procurement Form**.

Complete all fields marked with a red bar.

**Request** Cancel Save Print / Email Delete Request Submit Request

**Status:** Not Submitted

**PI/Protocol:**

Request Header | Expenses | Approval Flow | Audit Trail

Type of Request *Animal Procurement Form	Name of Requestor Bott II, Anthony	PI/Protocol Grant 100531	Suggested Supplier Hilltop Lab Animals, Inc.
Quote # HLA 4267	Supplier Telephone # 724-887-8480	Salesperson Steve Smith	Salesperson's E-mail Steve.Smith@hilltop.com
GW Delivery Address/Lab Contact Research Place 205A/Tony Bott	Grant Indicator (PTA) Grant	Banner Index or PTA # (100531) 36864/4/CCLS29078F	Order # and delivery information HLA1234 -- Double dry ice pkg
Lab Contact Name and Ext Tony Bott 571-553-3656	Notes/Comment TEST REQUEST		

Click the **Save** button, which takes you to the Expense Details page.

# Request 34NJ

Attachments ▾    Print / Email ▾    Delete Request    **Submit Request**

Status: Not Submitted

PI/Protocol: Grant 100531

Request Header    Expenses    Approval Flow    Audit Trail

[+ New Expense](#)    [Delete](#)    <<

<input type="checkbox"/>	Date	Expense ...	Amount	Requested
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Expense Type:

*To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.*

- Supplies
  - 54215-LAB SUPPLIES-ANIMALS

Note that your request now has a unique identifier, in this case **Request 34NJ**.

Click on the **54215-LAB SUPPLIES-ANIMALS** expense type and complete the required fields with a red bar.

# Request 34NJ

Attachments ▾

Print / Email ▾

Delete Request

Submit Request

Status: Not Submitted

PI/Protocol: Grant 100531

Request Header

Expenses

Approval Flow

Audit Trail

+ New Expense

Delete

«

<input type="checkbox"/> Date	Expense ...	Amount	Requested
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Expense Type

54215-LAB SUPPLIES-ANIMALS ▾

Date Needed

06/28/2019 

Line Item Amount Request

236.00 USD ▾

Description

Mice - BALB/C

Supplier Item #

BALB/cH1a-CVF

Quantity/Number

4

UOM

DOZ ▾

Estimated Unit Price

59.00

Comment

TOTAL AMOUNT  
**\$0.00**

TOTAL REQUESTED  
**\$0.00**

Save

Cancel

Click the **Save** button, then click the box on the left of your request line.

# Request 34Nj

Attachments ▾

Print / Email ▾

Delete Request

Submit Request

Status: Not Submitted

Amount: \$236.00

PI/Protocol: Grant 100531

Request Header

Expenses

Approval Flow

Audit Trail

+ New Expense

Delete

<<

<input checked="" type="checkbox"/>	Date	Expense ...	Amount	Requested
<input checked="" type="checkbox"/>	06/28/2019	54215-LA...	\$236.00	\$236.00

Expense Type

54215-LAB SUPPLIES-ANIMALS ▾

Date Needed

06/28/2019 

Line Item Amount Request

236.00 USD ▾

Description

Mice - BALB/C

Supplier Item #

BALB/cH1a-CVF

Quantity/Number

4

UOM

DOZ ▾

Estimated Unit Price

59.00

Comment

|

TOTAL AMOUNT  
**\$236.00**

TOTAL REQUESTED  
**\$236.00**

Save

Cancel

Your Request \$ amount totals now show on the Expense Details page.

Next, click the **Approval Flow** tab. Click in the **Manager Approval** field to show a drop-down of your search options.

Manager Approval:

  
  
Last Name  
First Name  
Email Address  
Login ID  
Employee ID

## Request 34NJ

Save Workflow Attachments Print / Email Delete Request Submit Request

Status: Not Submitted  
Amount: \$236.00

PI/Protocol: Grant 100531

Request Header Expenses Approval Flow Audit Trail

Manager Approval:  
Adcock, Kathryn A. (kadcock@gwu.edu)

ARF Approval (System will route to correct approver):  
  
*(this step may be skipped)*

Procurement:  
  
*(this step may be skipped)*

NOTE that you must leave the **ARF Approval** field blank. The system will route your request to the correct approver.

Enter the **Procurement** approver only if you are certain who that person is.

Select the **Save Workflow** button if you want to save these as your default approvers.

Request 34NJ

PI/Protocol: Grant 100531

Status: Not Submitted  
Amount: \$236.00

Request Header Expenses Approval Flow Audit Trail

Manager Approval:  
Adcock, Kathryn A. (kadcock@gwu.edu)

ARF Approval (System will route to correct approver):  
(this step may be skipped)

Procurement:  
(this step may be skipped)

Click the **Submit Request** button if you want to submit your request at this time.

You will see a brief **Confirm** message and then be returned to your **Active Requests** page.

Use the **View** drop-down tab to see the status of all of your requests.


Alternately, you can create an animal order request but delay submission if you are, e.g., awaiting order information. You can still see all of your requests by selecting the **Manage Requests** menu tab. In this example, the request was not submitted.

# Active Requests (4)


[Delete Request](#)    [Copy Request](#)    [Close/Inactivate Request](#)

[View](#) ▾

Request Name ▾    Begins With ▾        [Go](#)

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates ▾	Date Submitted	Total
<input type="checkbox"/>	Test of Form	34GJ	Not Submitted			\$0.00
<input type="checkbox"/>	Lab Alcohol Request - Test	34ND	Submitted & Pending Approval - Adcock, Kathryn A.		06/20/2019	\$0.00
<input type="checkbox"/>	Lab Alcohol 200 Request - TEST	34NG	Submitted & Pending Approval - Adcock, Kathryn A.		06/20/2019	\$45.87
<input checked="" type="checkbox"/> 	Grant 100531	34NJ	Not Submitted			\$236.00
Comment: TEST REQUEST						

Hover over the yellow caution icon to see this message about your request:

 Please remember that your order must be submitted and fully approved by noon on Tuesdays for delivery the following week

## Additional Information

### Active Requests (3)

[Delete Request](#)[Copy Request](#)[Close/Inactivate Request](#)[View ▾](#)[Unsubmitted Requests](#) [Active Requests](#)[Pending Requests](#)[Approved Requests](#)[Cancelled Requests](#)[Closed/Inactivated Requests](#)[All Requests](#)

Begins With



	Request ID	Status	Request Dates ▾	Date Submitted	Total
	34GJ	Not Submitted			\$0.00
	34ND	Submitted & Pending Approval - Adcock, Kathryn A.		06/20/2019	\$0.00
ST	34NG	Submitted & Pending Approval - Adcock, Kathryn A.		06/20/2019	\$45.87

To **Cancel** a request or **Recall** a request to make corrections, check the box for that request and double-click the request line.

## Request 34ND

[Attachments ▾](#)[Print / Email ▾](#)[Cancel Request](#)[Recall](#)**Status:** Submitted & Pending Approval**Request Name:** Lab Alcohol Request - Test[Request Header](#)[Expense Summary](#)[Approval Flow](#)[Audit Trail](#)

Type of Request

\*Materials Management Stores Request ▾

Name of Requestor

Bott II, Anthony

Request Name

Lab Alcohol Request - Test

Delivery Contact Name

Tony Bott

Contact E-mail

tbott@gwu.edu

Contact Phone #

571-553-4656

GW Delivery Address

45155 Research Place, Ashburn VA 20147

Building Name &amp; Room Number

Research Place 205A

Grant Indicator

(GL) Non-Grant ▾

Banner Index or PTA #

(634003) PROCUREMENT DIVISION ▾

Notes/Comment

A pop-up box will appear to confirm your action:



## Cancel Request



### Comment History

Creation date	Entered By	Comment Text
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Add a comment to explain why you are cancelling the request. Then click OK to confirm the cancellation.

Comment

OK

Cancel

## Please Confirm



Are you sure you want to recall this request?

Yes

No