

## **Procedures for purchasing supplies**

**Husky Buy Evolution** – new for FY '19, students now have a one-stop location to explore the purchase of: event and office supplies, furniture, gift cards and more. UConn has consolidated many vendor and supply transactions into one location, streamlining billing and ordering processes. For example: Gift Card approval now takes place here.

**Shopping in HuskyBuy Evolution** - Anyone with a NetID can log into [Husky Buy](#)– simply click on the blue Husky Buy login button, halfway down page, log in with your NetID, and search catalogs.

### **Tips -**

- Click the Office Supplies (Office Depot) tab for Office supplies.
- A separate tab exists for getting Gift Card purchase approval.
- Most general items can be found in the “Grainger” catalog.

**Requesting** - Add items to your cart. When done select the Checkout button. On the next page, an “Assign Cart” button appears. Search and assign cart to either [daniel.oreilly@uconn.edu](mailto:daniel.oreilly@uconn.edu) or [paul.young@uconn.edu](mailto:paul.young@uconn.edu). The SAO staff will add the proper accounting and payment information, and place the order. Occasionally, the request require additional approval. In stock orders take just a few days.

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### **Supplies Purchase Steps:**

- a. Person requesting supplies works with the USG Treasurer before researching prices for Office Supplies, Furniture/Equipment or Event Supplies. What you need may be available from UConn’s HuskyBuy Evolution system, UConn Central Stores, or UConn’s suppliers of Furniture and Equipment. The Student Activities Office will help navigate these processes.
- b. Please search our exclusive supplies vendors via the University’s [HuskyBuy Evolution](#) system, prior to submitting your budget request. If not using HuskyBuy for your purchase, you must justify purchasing it elsewhere. Both sites must be checked before ordering.
- c. If Requestor is buying from Amazon, Walmart, Best Buy, etc. (on line sites), Treasurer or SAO staff must sign-in to those sites to order items. The Budget Requester must create and send to the Treasurer, a complete and accurate wish list, from the supplier’s site.
- d. When researching office or event supplies, on-line, Budget requestor must look for and include on their wish list and Budget Request, the “unique identifier” that system uses. Most products have an identifier, called the ANSI number. There may also be an “Item #” or a catalog number. We need something that takes us directly to the item you want, on the seller’s website; we will not “re-search” items, so please be specific!

- e. If a product-identifying number, is not available, copy, word-for-word, the site's description of the product, including Brand name, if shown. The wish list will make ordering on-line easier and avoid errors. A screenshot of the list is acceptable.
- f. Conclude this portion, by assigning your cart to one of the Student Activities Office staff.

**Ready to order?**

- a. Treasurer works with Student Activities staff to move process from wish list to cart, making the purchase at the selected on-line site
- b. Student Activities Office will be the shipping address, and the requestor will be notified when items arrive. Requestor should immediately check shipped boxes, to determine accuracy of what is delivered. Items are then safely stored until needed. Any shipping invoices found with the items, must be turned over to the USG Treasurer.