

TO APPROVE DEACON DEPOT PROJECT REQUESTS

1. You will receive an email similar to the below except the Black Bar will indicate your step in the process (Budget, Controller, etc).

Project Request Review - P Num 2 Approval Request for Requisition# 29155548

Dear Jessica Gorrell,

The requisition listed below has been submitted for your approval. The business purpose on the requisition is a statement on how a good or service is going to be used or how it benefits the Uni not necessary to enter a purpose on the requisition(e.g. stapler, pens, pencils, etc). If a good can be used both personally or for business, a business purpose is required.

Summary

Folder:	Project Request Review - P Num 2
Prepared by:	Barbara Meredith
Prepared for:	Jessica Gorrell
Cart Name:	FY18 Capital Projects - PROVOST
Requisition No.:	29155548
Priority:	Normal
No. of line items:	1

TOTAL: 0.00 USD

Details

Wake Forest Purchasing

Project Request
Form Type: Project Request

Item 1
Description: Project Request
Catalog Number:
Quantity: 1
Unit Price: 0.00 USD
Ext. Price: 0.00 USD
Size/Packaging:
Commodity Code: 99999999
Department Reference
Number:
Business Purpose:

Form Attachments
Internal Attachments: FY18 Capital to Beth_returned.xlsx
FY18 Capital Master List.xlsx

FORM TOTAL: 0.00 USD

TOTAL: 0.00 USD

Accounting Codes

Fund:	P00000 : Renewal & Replacement
Department:	110000 : Institutional & General
Account:	51526 : Minor Renovations
Activity:	
Location:	
Chart:	R : WFU Reynolda Campus
Program:	40 : Institutional Support

By approving this Deacon Depot purchase(s) I authorize the purchase and payment of goods and/or services. I certify this purchase is in co purchase is for university business and that all items ordered will not be used for personal reasons or used in a personal home office. Read yourself? [Take Action!](#)

Additional Information

Summary Details
Comments: (1)

Other Possible Approvers
Jennifer Killingsworth

Shipping Address
Contact Name Jessica Gorrell
Phone +336 (758) 8408
Email gorrellj@wfu.edu
WFU-Finance & Business Services
1100 Reynolds Blvd
UCC
Winston Salem, NC 27105
United States

[Click here to view the document in your organization's site.](#)

2. On the email, you want to click the link in blue way down at the bottom “Click here to view the document in your organization’s site.”

- Once the requisition loads, scroll down until you see “Project Request” OR “Project Modification Request” under the Supplier/Line Item Details heading. Click on “Project Request” OR “Project Modification Request”

Supplier / Line Item Details

Hide line details For selected line items: Reject Selected Items Go

Wake Forest Purchasing more info...

Contract: no value
PO Number: To Be Assigned
View/edit by line item...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Project Request more info...			0.00	1	0.00 USD

Commodity Code: 99999999
ISP: Internal Service Provider - WFU
Department Reference Number: no value
Business Purpose: no value

Internal Note: no note
Internal Attachments: Add Attachments
External Note: no note
Attachments for supplier: Add Attachments

- The form will then be displayed which contains all the pertinent information for the project. Review the form, noting that there might be attachments on the form which can also be reviewed.
- If you want to make a change to the form, you’ll probably need to assign the requisition to yourself first. To do that, close out of the form and scroll all the way back to the top or the requisition and select “Assign to myself” and click “Go”.

Available Actions: Assign to myself Go

Requisition PR Approvals PO Preview Comments Attachments (5) History

Summary Shipping Billing Accounting Codes Supplier Info Taxes/S&H

Hide header

General	Shipping	Billing
Status: Pending	Ship To	Bill To

- If all appears appropriate with the form, close out of it and scroll back to the top of the requisition to approve. Select “Approve/complete step” and click the blue “Go” button.

Available Actions: Approve/complete step Go

Requisition PR Approvals PO Preview Comments Attachments (5) History

Summary Shipping Billing Accounting Codes Supplier Info Taxes/S&H

Hide header

General	Shipping	Billing
Status: Pending	Ship To	Bill To

Other items to note:

- To view the previous approvals, you can click the “PR Approvals” tab at the top of the requisition.
- If you have trouble with any steps call me, Jessica Gorrell at x6408 or email me gorrellj@wfu.edu
- These can be approved directly from the email/your phone using your pin number. You are unable to view the form without being in the Deacon Depot site though.