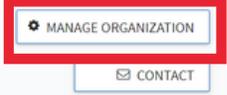
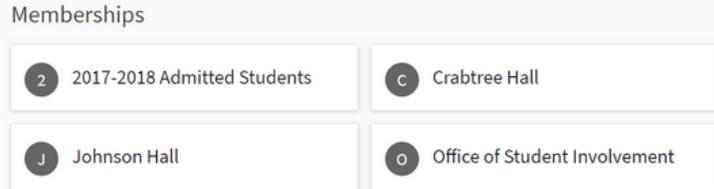
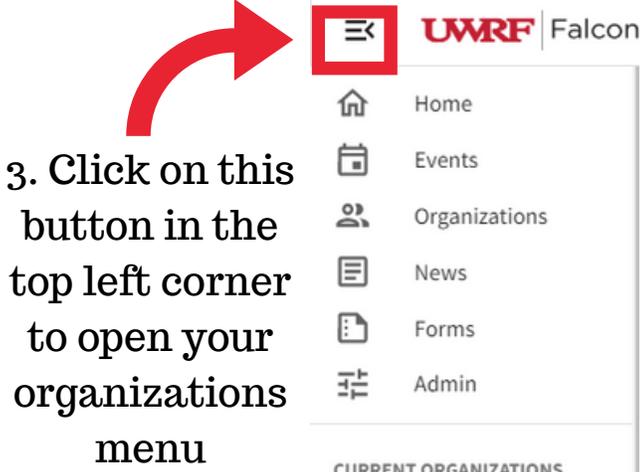


# How to Create a Purchase Request

1. Sign in at [falconsconnect.uwrfl.edu](https://falconsconnect.uwrfl.edu) and click on your org under Memberships

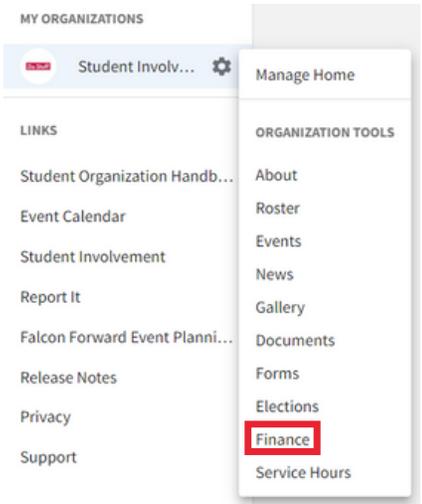


2. Click on Manage Organization



3. Click on this button in the top left corner to open your organizations menu

4. Click the settings button next to your orgs name, then click on Finance



5. Select the blue button on the right side of the page and click "Create Purchase Request"



Request Details

**POPULATE FROM BUDGET** ←

\*Subject

Description

\*Requested Amount

\$ 0

\*Categories

---- Select Category ----

\*Account

SELECT...

**6. Fill out the Request Details. This can also be populated from your annual budget using this button.**

**7. Fill in the Payee Information, which is who should be paid for the purchase.**

Payee Information

First Name

Last Name

Street

Street Continued (Optional)

City

State/Province

ZIP/Postal Code

**8. Fill out the Additional Information. Please provide information under the Reimbursements section for reimbursements or invoices. If you are looking for something to be purchased, upload a file with the URL, quantity, and shipping information under SUPPLY ORDER REQUEST.**

Additional Information

\* Which approved budget is this purchase coming out of?

Annual Budget

Single-Event Budget

\* What type of purchase request is this?

Reimbursement

Invoice (you have a bill or invoice that needs to be paid)

Online Supply Order (you would like us to order and pay for the items)

Contract (you need to pay a speaker/artist/guest)

Please list the date of your event and any details that can be used to justify your purchase.  
\*Event justification can include a poster, an email invitation, a meeting agenda, a facebook post, etc.

REIMBURSEMENTS: You must provide itemized receipts. Please upload receipt(s) here.  
\*If you have multiple receipts, please insert them all into a word document and upload here.

UPLOAD FILE

Please upload justification of your event or purchase here.  
\*Justification can include a poster, an email invitation, a meeting agenda, a Facebook post, etc.

UPLOAD FILE

Please upload a list of attendees from your event or meeting.

UPLOAD FILE

**SUPPLY ORDER REQUEST:** (do not use for reimbursements) Please upload a Word document (or excel sheet) with a description and a LINK to each item you would like purchased. Please be sure to include any relevant information in your description such as quantity of each item, size, color, as well as if you have specific shipping needs. Email stephanie.kaminski@uwr.edu if you have questions.

UPLOAD FILE

**Finally at the bottom press the blue "submit request" button! If you have any questions, please email [studentinvolvement@uwr.edu](mailto:studentinvolvement@uwr.edu).**