

# Approval and Order Placement Notification Flow

Requestor receives a confirmation email after submitting a purchase request form

about:blank

Delete Archive Report Reply Reply all Forward Zoom

Your request has been sent successfully!

PerformFlow <liz6410@gmail.com>  
To: Lizbeydi Rojas Tue 9/3/2024 2:12 PM

Request # 5 | Sep 03, 2024

## ENGR Purchase Request - One Vendor per request!

Your request has been sent to the first recipient.

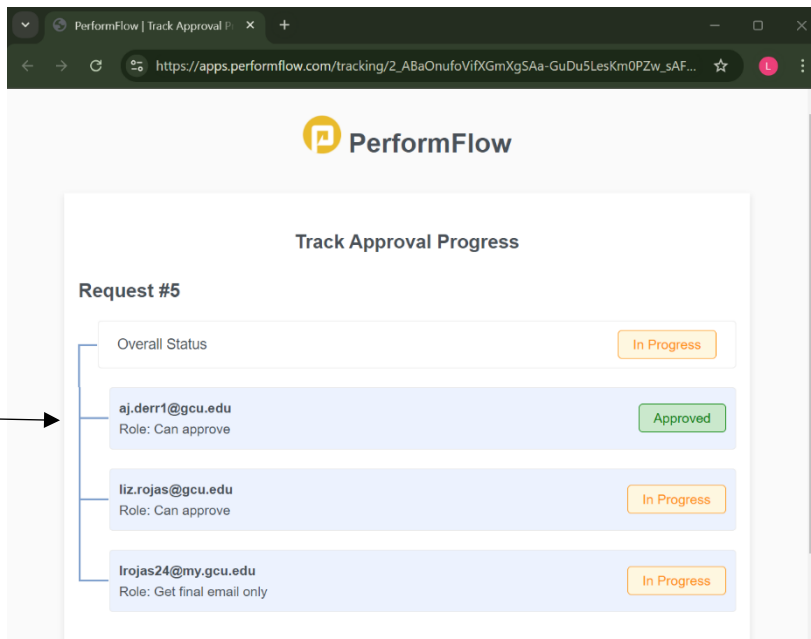
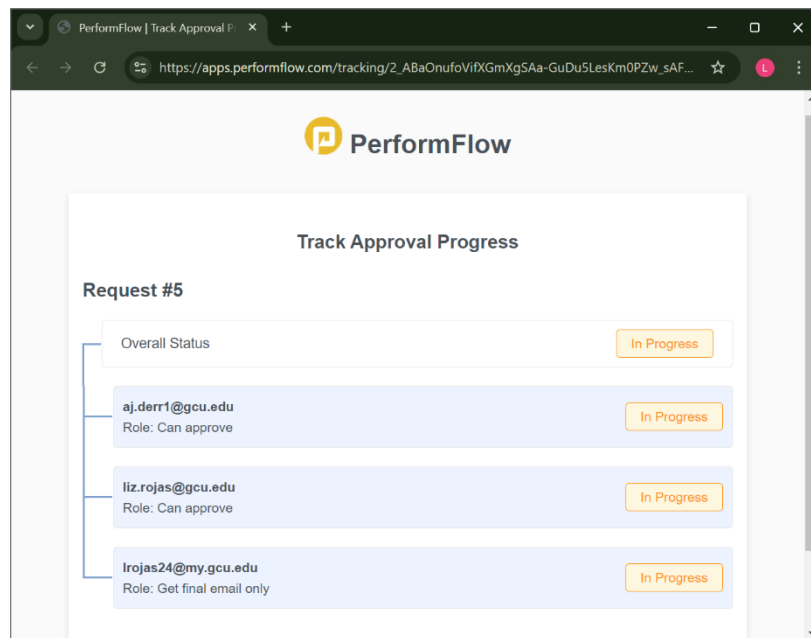
**Respondent** [Irojas24@my.gcu.edu](mailto:Irojas24@my.gcu.edu)

Requestor's GCU Email Address	Irojas24@my.gcu.edu
Requestor Name	John Smith
Project Name	Pool Alarm System
Project Locker Number	10
Faculty Mentor	Luke Mayer
Company name & contact *Please include email and phone number of sales representative when uploading quotes	Amazon
Item(s) Description with product ID number	"Wire jumper kit 22 AWG (B00D8M67AE), Drive modules (B0BFQZWT6R), Arduino UNO Rev3 (B008GRTSV6), Linear actuator (B07ZJ4R2NR)"
Justification for each item *Why is each item needed? How will it be used?	Wires are appropriate size for motor usage and will be used for all electrical connections. Drive modules will be used to control the stepper motors. The Arduino UNO will be used to program the system. The linear actuator will be used to push the button to activate the pneumatic switches automatically.
Upload Order Form *Excel file uploaded must be the Order Form provided by Professor. *Please follow format. If links are not included or form is incomplete, the form will be rejected.	<a href="https://drive.google.com/open?id=1sNe4wGD3qIAUmjNp_lwNYNtChLUGrXG4">https://drive.google.com/open?id=1sNe4wGD3qIAUmjNp_lwNYNtChLUGrXG4</a>
Does your order include chemicals, biological materials or temperature sensitive items? If yes, complete the corresponding questions below. Order will be on hold until SDS and paperwork required is received.	No

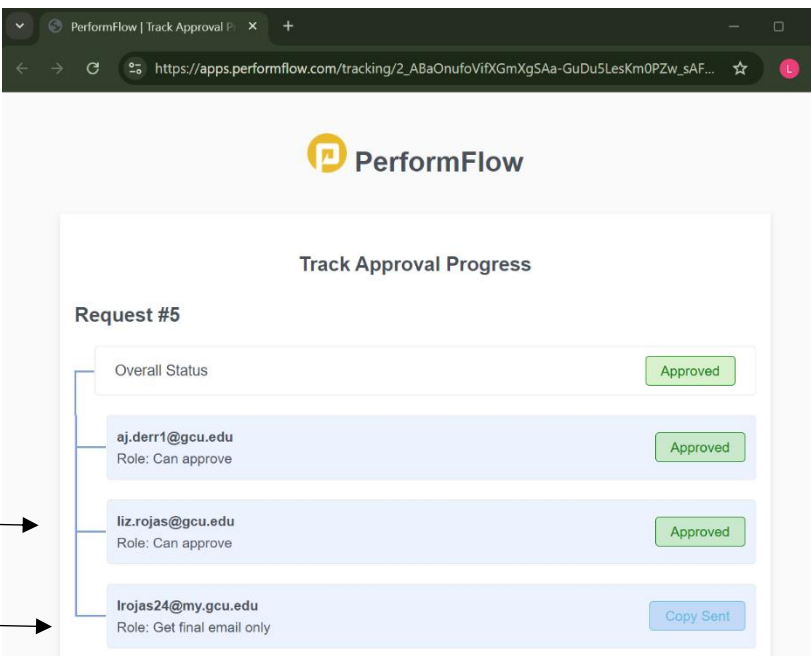
Option to track approval process or cancel order

Track Your Progress Here

Cancel



Professor's Approval



LPC placed order  
(online or in Coupa)



Requestor received  
final email notification



Requestor receives final approval or rejection email

about:blank

Delete

Archive

Report

Reply

Reply all

Forward

Zoom

Read / Unread

Categorize

Flag / Unflag

Print

The Request #5 is Approved

P

PerformFlow<lizr6410@gmail.com>

To: Lizbeydi Rojas

Reply

Reply all

Forward

Tue 9/3/2024 3:11 PM

Request #5 | Sep 03, 2024

ENGR Purchase Request - One Vendor per request!

The following request is Approved

Respondent	<a href="mailto:lrojas24@my.gcu.edu">lrojas24@my.gcu.edu</a>
Requestor's GCU Email Address	<a href="mailto:lrojas24@my.gcu.edu">lrojas24@my.gcu.edu</a>
Requestor Name	John Smith
Project Name	Pool Alarm System
Project Locker Number	10
Faculty Mentor	Luke Mayer
Company name & contact *Please include email and phone number of sales representative when uploading quotes	Amazon
Item(s) Description with product ID number	"Wire jumper kit 22 AWG (B00D8M67AE), Drive modules (B0BFQZWT6R), Arduino UNO Rev3 (B008GRTSV6), Linear actuator (B07ZJ4R2NR)"

Justification for each item \*Why is each item needed? How will it be used?

Wires are appropriate size for motor usage and will be used for all electrical connections. Drive modules will be used to control the stepper motors. The Arduino UNO will be used to program the system. The linear actuator will be used to push the button to activate the pneumatic switches automatically.

Upload Order Form \*Excel file uploaded must be the Order Form provided by Professor. \*Please follow format. If links are not included or form is incomplete, the form will be rejected.

[https://drive.google.com/open?id=1sNe4wGD3qlAUmjNp\\_lwNYNtChLUGrXG4](https://drive.google.com/open?id=1sNe4wGD3qlAUmjNp_lwNYNtChLUGrXG4)

Does your order include chemicals, biological materials or temperature sensitive items? If yes, complete the corresponding questions below. Order will be on hold until SDS and paperwork required is received.

No

Approval Status	Approved
<a href="mailto:aj.derr1@gcu.edu">aj.derr1@gcu.edu</a>	Approved
Comment: Order Approved. 9/3/2024	
<a href="mailto:liz.rojas@gcu.edu">liz.rojas@gcu.edu</a>	Approved
Comment: Order placed 9/5	

Professor's and LPC's comments regarding the order and dates or reason for rejection will be in this section.

Example of Coupa Approval Process (GCU Procurement’s purchasing Software)

- Environmental Health and Safety (EHS) will be added to chemical/biological purchases
- Students will not have visibility to this process and can ask LPC for updates.

 Approvers

Procurement and Contract Specialist.  
Sends PO to supplier

