



Approving Procard Requests in Engage

UNIVERSITY OF LOUISVILLE STUDENT AFFAIRS

Engage Login

HTTPS://LOUISVILLE.CAMPUSLABS.COM/ENGAGE/

CLICK
SIGN IN

Engage UofL

HOME EVENTS ORGANIZATIONS NEWS FORMS

SIGN IN

Discover unique opportunities at University of Louisville

Search Events, Organizations, and News Articles

Engage Login

ENTER ULINK
CREDENTIALS

CLICK
LOGIN

UNIVERSITY OF
LOUISVILLE[®]

Login to Campus Labs using
your ULink username and
password.

[> Forgot your password?](#)

Username

matay14

Password

.....

Don't Remember Login

Clear prior granting of
permission for release of your
information to this service.

Login



Engage Login

CHOOSE DO
NOT ASK ME
AGAIN

CLICK ACCEPT

UNIVERSITY OF
LOUISVILLE

You are about to access the service:
Campus Labs of Campus Labs Inc.



Information to be Provided to Service

displayName	Vetter Jr, William Henry
eduPersonPrincipalName	whvett01@louisville.edu
givenName	William H
mail	william.vetter@louisville.edu
surname	Vetter Jr

[Data privacy information of the service](#)

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- Ask me again at next login
 - I agree to send my information this time.
- Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

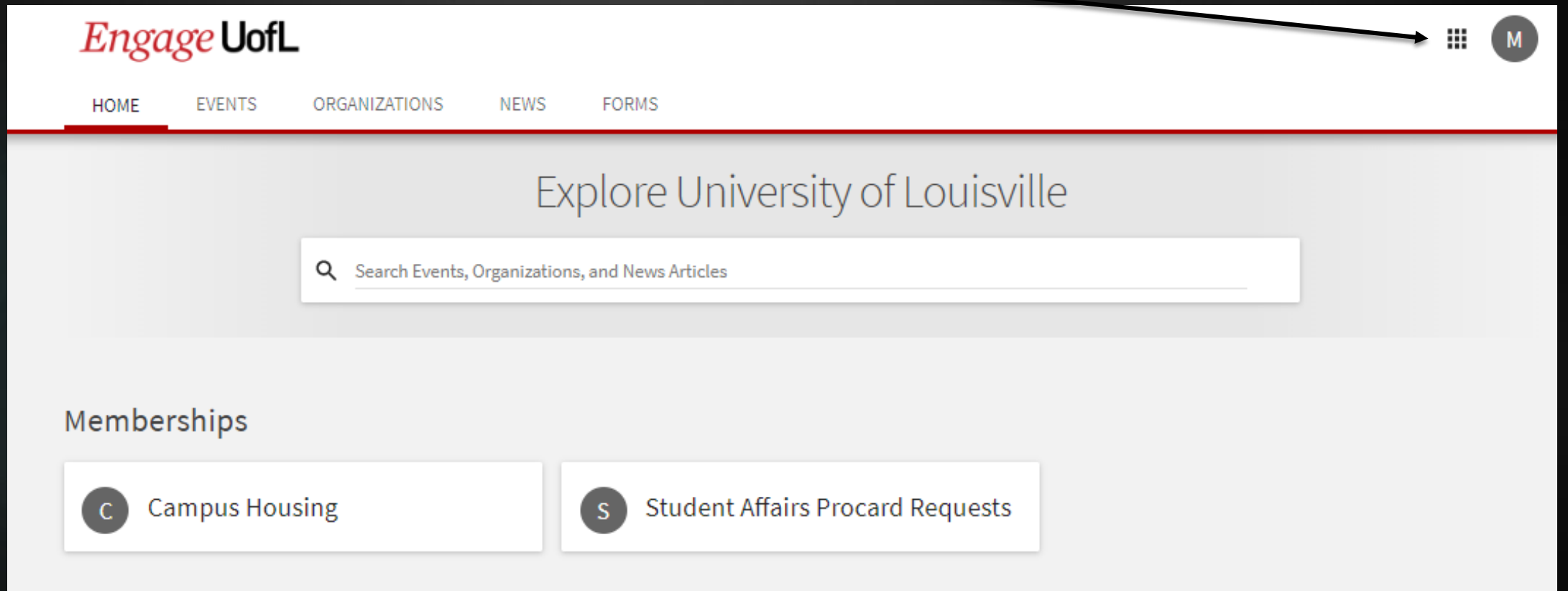
This setting can be revoked at any time with the checkbox on the login page.

Reject

Accept

Form Approval

CLICK THE GRID



The screenshot shows the top navigation bar of the Engage UofL website. The logo "Engage UofL" is on the left. The navigation menu includes "HOME", "EVENTS", "ORGANIZATIONS", "NEWS", and "FORMS". On the right side of the navigation bar, there is a grid icon (a 3x3 square pattern) and a circular profile icon with the letter "M". A black arrow points from the text "CLICK THE GRID" to the grid icon.

Engage UofL

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore University of Louisville

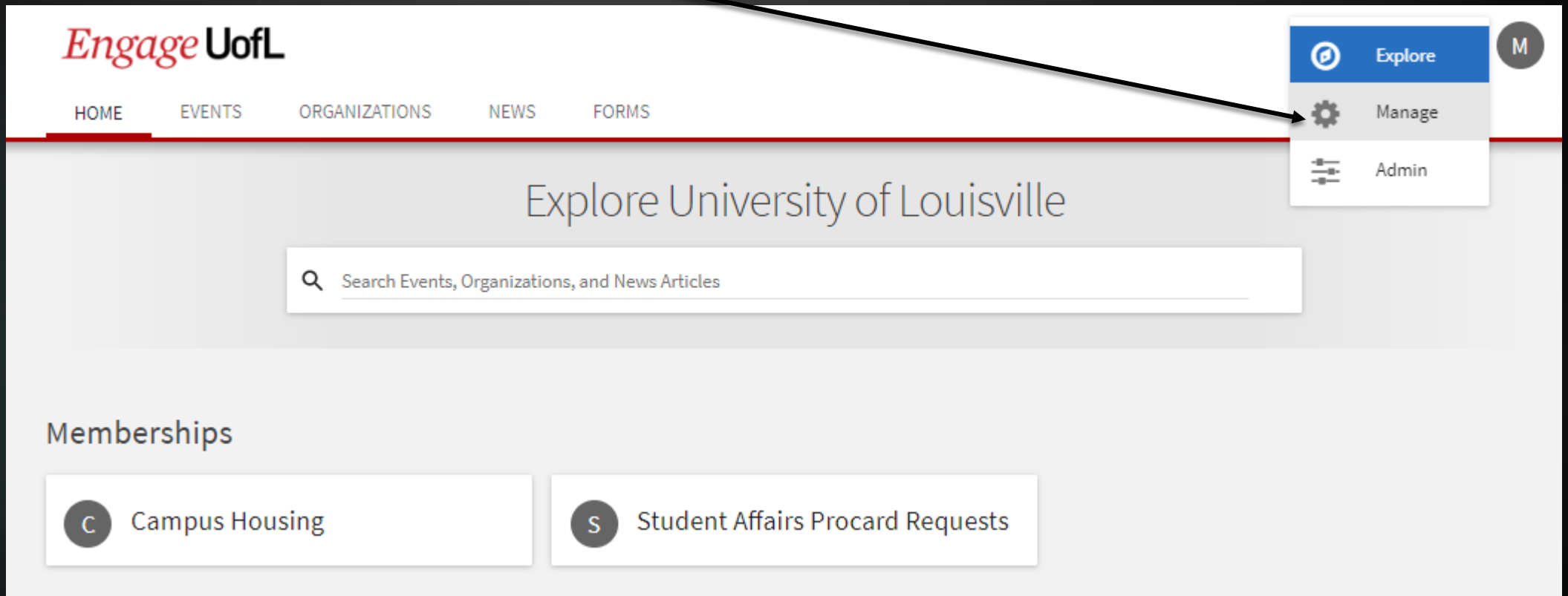
Search Events, Organizations, and News Articles

Memberships

- C Campus Housing
- S Student Affairs Procard Requests

Form Approval

CLICK MANAGE



The screenshot displays the Engage UofL website interface. At the top left is the logo "Engage UofL". Below it is a horizontal navigation menu with the following items: HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. On the right side of the page, there is a user profile icon with the letter "M" and a dropdown menu. The dropdown menu contains three options: "Explore" (with a magnifying glass icon), "Manage" (with a gear icon), and "Admin" (with a list icon). A black arrow points from the text "CLICK MANAGE" to the "Manage" option in the dropdown menu. Below the navigation menu, the main content area features the heading "Explore University of Louisville" and a search bar with the placeholder text "Search Events, Organizations, and News Articles". At the bottom of the page, there is a section titled "Memberships" which contains two cards: "Campus Housing" (with a 'C' icon) and "Student Affairs Procard Requests" (with an 'S' icon).

Form Approval

CLICK STUDENT
AFFAIRS
PROCARD
REQUESTS

EngageUofL Action Center

Action Center
Manage your organization content and review submissions.

Administrator Tools

Organization Search

Search Organizations

Branches

Law School

UofL Involvement

(Showing 1-2 of 2)

My Memberships

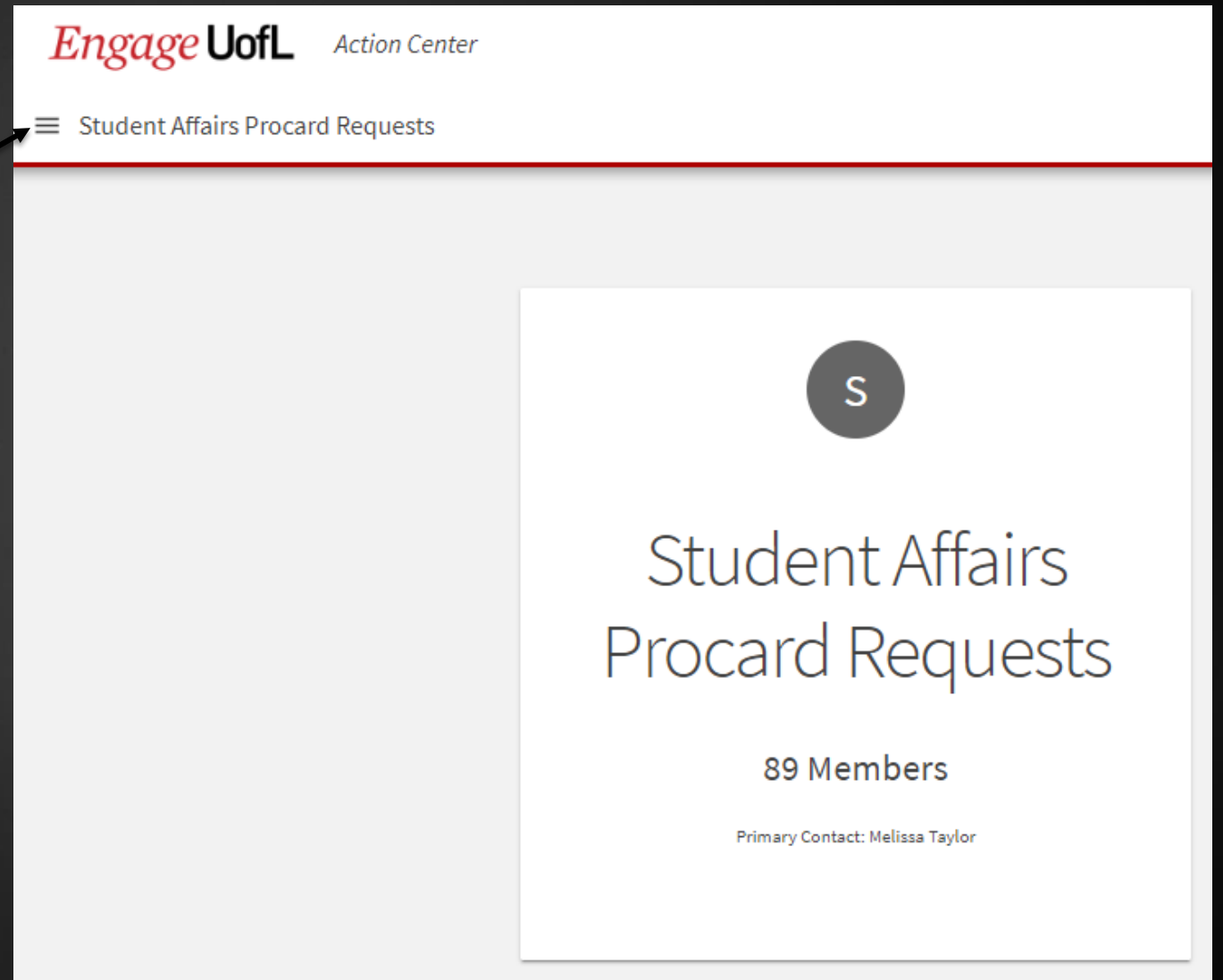
Campus Housing

Student Affairs Procard Requests

REGISTER AN ORGANIZATION

Form Approval

CLICK THE
THREE
BARS BY
STUDENT
AFFAIRS
PROCARD
REQUESTS



Engage UofL Action Center

☰ Student Affairs Procard Requests

S

Student Affairs Procard Requests

89 Members

Primary Contact: Melissa Taylor

Form Approval

The screenshot displays the Engage UofL Action Center interface. At the top right, the text "Engage UofL" is in a red serif font, and "Action Center" is in a grey sans-serif font. Below this, a grey navigation bar contains a hamburger menu icon and the text "Student Affairs Procard Requests". On the left, a white navigation sidebar is visible. It features a header with a circular icon containing the letter 'S' and the text "Student Affairs Procard Requests" and "UofL Involvement". Below the header is a blue bar with a home icon and the text "Home". Underneath is a section titled "Organization Tools" with an upward-pointing arrow. This section contains a list of menu items, each with an icon and text: "Roster" (people icon), "About" (info icon), "Events" (calendar icon), "News" (document icon), "Gallery" (image icon), "Documents" (document icon), and "Forms" (document icon). The "Forms" item is highlighted with a blue background. A black arrow points from the text "CLICK FORMS" on the left towards the "Forms" menu item.

CLICK
FORMS

Form Approval

CLICK
SUBMISSIONS
BY YOUR
FORM

*DO NOT
CLICK THE
FORM ITSELF*

EngageUofL Action Center

Student Affairs Procard Requests

Manage Forms

+ CREATE FORM

ACTIVE ARCHIVED

ARCHIVE

Select	Name	Start Date	End Date	Copy	Publish	Submissions
<input type="checkbox"/>	ACC Properties Procurement Card FY19 Request Form	7/1/2018 10:30 AM	7/1/2019 3:45 AM	Copy	Publish	Submissions
<input type="checkbox"/>	ACC Properties Procurement Card Request Form	5/12/2017 12:00 PM	6/30/2018 9:00 PM	Copy	Publish	Submissions
<input type="checkbox"/>	Career Center Procurement Card FY19 Request Form	7/1/2018 10:30 AM	7/1/2019 3:45 AM	Copy	Publish	Submissions
<input type="checkbox"/>	Career Center Procurement Card Request Form	5/12/2017 12:00 PM	6/30/2018 9:00 PM	Copy	Publish	Submissions (12 unapproved)
<input type="checkbox"/>	Counseling Center Procurement Card FY19 Request Form	7/1/2018 10:30 AM	7/1/2019 3:45 AM	Copy	Publish	Submissions (57 unapproved)
<input type="checkbox"/>	Counseling Center Procurement Card Request Form	5/12/2017 12:00 PM	6/30/2018 9:00 PM	Copy	Publish	Submissions (47 unapproved)
<input type="checkbox"/>	DOS Procurement Card FY19 Request Form	7/1/2018 10:30 AM	7/1/2019 3:45 AM	Copy	Publish	Submissions (4 unapproved)
<input type="checkbox"/>	DOS Procurement Card Request Form	5/12/2017 12:00 PM	6/30/2018 9:00 PM	Copy	Publish	Submissions
<input type="checkbox"/>	DRC Procurement Card FY19 Request Form	7/1/2018 10:30 AM	7/1/2019 3:45 AM	Copy	Publish	Submissions
<input type="checkbox"/>	DRC Procurement Card Request Form	5/12/2017 12:00 PM	6/30/2018 9:00 PM	Copy	Publish	Submissions
<input type="checkbox"/>	Foundation Halls Procurement Card FY19 Request Form	7/1/2018 10:30 AM	7/1/2019 3:45 AM	Copy	Publish	Submissions
<input type="checkbox"/>	Foundation Halls Procurement Card Request Form	5/12/2017 12:00 PM	6/30/2018 9:00 PM	Copy	Publish	Submissions
<input type="checkbox"/>	Housing (HRL) Procurement Card FY19 Request Form	7/1/2018 10:30 AM	7/1/2019 3:45 AM	Copy	Publish	Submissions (4 unapproved)
<input type="checkbox"/>	Housing (HRL) Procurement Card Request Form	5/12/2017 12:00 PM	6/30/2018 9:00 PM	Copy	Publish	Submissions

Form Approval

CLICK VIEW NEXT TO THE FORM YOU WANT TO APPROVE

Engage UofL Action Center

Student Affairs Procard Requests

[← BACK TO FORMS](#)

Submissions

Housing (HRL) Procurement Card FY19 Request Form

[APPROVE](#) [EXPORT ALL](#) Filter by Status: Pending

<input type="checkbox"/> Select	User	Status	Date Completed	Actions
<input type="checkbox"/>	Ijeoma Okorie	Pending	4/22/2019 5:36 PM	View
<input type="checkbox"/>	Melissa Taylor	Pending	4/24/2019 12:46 PM	View
<input type="checkbox"/>	Tiffany Tyree	Pending	4/27/2019 11:08 AM	View
<input type="checkbox"/>	Tyree D Mathis	Pending	4/30/2019 5:02 PM	View

Form Approval

REVIEW THE
FORM
INFORMATION
USING THE
PAGE CARETS

EngageUofL Action Center

← BACK TO DASHBOARD

Submission

Housing (HRL) Procurement Card FY19 Request Form
Melissa Taylor - Wed, Apr 24, 2019 12:46 PM EDT
Student Affairs Procard Requests

Show All Questions Collapse All | Expand All

General Information ▼

Budget Information ▼

Administrative Accounts ▼

Discussion

M Melissa Taylor
Write a message

CANCEL POST

Approval

APPROVE DENY

Closing Comment (optional)

Reviewers

Non-Voting Reviewers

- M Martha Smyser
Association - Manual
- M Melissa Taylor
Association - Manual

Form Approval

CLICK
APPROVE

EngageUofL Action Center

← BACK TO DASHBOARD

Submission

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- M Melissa Taylor
Association - Manual


Form Approval

CLICK SUBMIT

Engage UofL Action Center

BACK TO DASHBOARD

Submission

Housing (HRL) Procurement Card FY19 Request Form 

Melissa Taylor - Wed, Apr 24, 2019 12:46 PM EDT
Student Affairs Procard Requests

Show All Questions [Collapse All](#) | [Expand All](#)

General Information ▼

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Administrative Accounts ▼

Approval



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Melissa Taylor - Wed, Apr 24, 2019 12:46 PM EDT
Student Affairs Procard Requests



Show All Questions

Collapse All | Expand All

General Information

Budget Information

Administrative Accounts

Discussion

M Melissa Taylor
Write a message

Approval

APPROVE

DENY

Closing Comment (optional)

SUBMIT

Are you sure?

Are you sure you want to **Approve** this submission?

CANCEL CONFIRM

CLICK
CONFIRM

CANCEL

POST

M Martha Smyser
Association - Manual

M Melissa Taylor
Association - Manual

Form Approval

A CONFIRMATION
SCREEN WILL BE
DISPLAYED

Submission

Housing (HRL) Procurement Card FY19 Request Form

Melissa Taylor - Wed, Apr 24, 2019 12:46 PM EDT

Student Affairs Procard Requests



Approved

Date: Wed, May 1, 2019 4:35 PM EDT

By: Melissa Taylor

Comment:

Show All Questions

[Collapse All](#) | [Expand All](#)

General Information



Budget Information



Administrative Accounts

