Approving Procard Requests in Engage

UNIVERSITY OF LOUISVILLE STUDENT AFFAIRS
Engage Login
HTTPS:\\LOUISVILLE.CAMPUSLABS.COM/ENGAGE/

CLICK SIGN IN
Engage Login

ENTER ULINK CREDENTIALS

CLICK LOGIN
Engage Login

CHOOSE DO NOT ASK ME AGAIN

CLICK ACCEPT
Form Approval

CLICK THE GRID
Form Approval

CLICK MANAGE

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Memberships

- Campus Housing
- Student Affairs Procard Requests
Form Approval

CLICK STUDENT AFFAIRS PROCARD REQUESTS
Form Approval

CLICK THE THREE BARS BY STUDENT AFFAIRS PROCARD REQUESTS
Form Approval

Click FORMS
Form Approval

CLICK SUBMISSIONS BY YOUR FORM

*DO NOT CLICK THE FORM ITSELF*
Form Approval

Click View next to the form you want to approve.

<table>
<thead>
<tr>
<th>Select</th>
<th>User</th>
<th>Status</th>
<th>Date Completed</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ijeoma Okorie</td>
<td>Pending</td>
<td>4/22/2019 5:38 PM</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td>Melissa Taylor</td>
<td>Pending</td>
<td>4/24/2019 12:46 PM</td>
<td>View</td>
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<td>4/27/2019 11:08 AM</td>
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<td>4/30/2019 5:02 PM</td>
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### Form Approval

**Review the Form Information Using the Page Carets**

![Image of EngageUofL Action Center](image)

**Submission**

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<td>Budget Information</td>
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<tr>
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**Discussion**

- Melissa Taylor
  - Write a message

**Approval**

- **APPROVE**
- **DENY**

**Reviewers**

- Martha Smyser
  - Association - Manual
- Melissa Taylor
  - Association - Manual
Form Approval

Click Approve
Form Approval

CLICK SUBMIT
Form Approval

Are you sure you want to Approve this submission?

CLICK CONFIRM
Form Approval

A confirmation screen will be displayed.

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**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**

**General Information**

**Budget Information**

**Administrative Accounts**