

Titling the PDF

The title of PDF will be the same as the title of the request at the first screen within UCONNTACT.
The titling drives the handling of the request as well as facilitating electronic filing and recall.

The naming convention is as follows:

{ORG} {TOTAL VALUE} {PURCHASING METHOD} {VENDOR} {DESC} {EVENT DATE, as applicable}

ORGANIZATION ABBREVIATION EXAMPLES: (Pick as you like as long as it is differentiated from others)

AP, DC, GSS, HFD, NMG, SBA, SSW, STM, USG, PRX, UTV, WBY & HUS

PURCHASING METHOD (Use the Decision Tree to help identify the Purchasing Method)

<u>Method</u>	<u>Use in PR Naming Convention</u>	<u>Appears on Monthly Bill</u>
University Department	UNIV	CLTR, IB, PAYR, SB
HuskyBuy Contract	HBCO	PREQ
HuskyBuy Catalog	HBCA	PREQ
HuskyBuy PSA	PSA	PREQ
HuskyBuy Blanket PO	BPO	PREQ
Husky Buy Non-Catalog	HBNC	PREQ
ProCard	PCDO	PCDO
Travel	TRAV	PCDO
Reimbursement (only w/ pre-approval)	REIM	N/A



Titling Examples

Each has: **Org**, **Amount**, **Purchase Type**, **Vendor**, **Brief Description** and **Date**, if applies

- **AP** **\$236** **UNIV** **Mort's** **WOW I-Fair** **9-6-20**
- **DC** **\$836** **HBCO** **Presto Print** **WOW Stickers** **9-6-20**
- **NMG** **\$398.50** **HBCA** **WB Mason** **F20 Off Supp**
- **HFD** **\$3000** **PSA** **Bob Newhart** **WOW Comedy** **9-6-20**
- **STM** **\$1200** **BPO** **Sally's Cafe** **F20 Training Days**
- **USG** **\$4500** **HBNC** **Virtual Fun** **WOW Games** **9-6-20**
- **PRX** **\$330** **PCDO** **Amazon** **Chalkboard**
- **UTV** **\$4000** **TRAV** **Concur** **Football Tampa** **9-9-20**
- **HUS** **\$24.20** **REIM** **J Patel** **Ref F20 Trng** **9-6-20**

