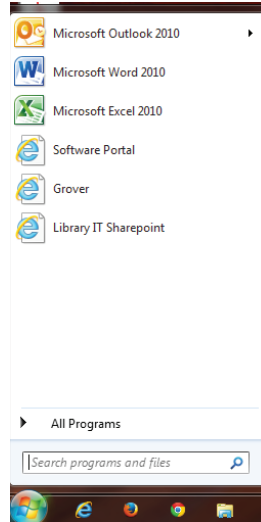


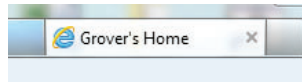
[Library Purchasing Grover Procedure]

A purchasing Grover is required for UF Library special order goods or services. This does not include office supply orders or computer items that should route through IT/Grover.

- 1) To open a Grover ticket, click on the start button on the windows taskbar and select the Grover icon which will direct you to <http://apps.uflib.ufl.edu/Grover/home.aspx>



This will open either a new browser window or a new browser tab with the Grover interface entitled "Grover's Home."



- 2) Login with your Gatorlink username and password.
- 3) On the Grover interface menu click the "New Ticket" icon on the top right corner:



- 4) Click the \$ sign icon to open a Purchasing Grover:



Request Purchasing (Fiscal Services)
Request "Special Order" of goods and/or services.
This does not include office supply orders or computer items that should route through IT/Grover.

Please complete form – all fields with a red asterisk are required. Attach relevant files and click "Submit" at the bottom of the form. After the ticket is approved by the selected approver, it will then route to fiscal services.