

Instructions for SWOHR Purchasing and Travel Request Websites

1. Procurement requests should be submitted by completing the website form (www.alaska.edu/hr/jobs/purchase_request.html). Procurement requests include requests for specialized office supplies, services, commodities, printing, consulting, catering, etc. Please book mark this site in your browser.
2. Travel requests should be submitted by completing the website form (www.alaska.edu/hr/jobs/travel_request.html). Please book mark this site in your browser.
3. When the form is submitted, a summary of the information will be displayed. Please print this for your information. Refer to the ID number (located on the first line of the summary) for future inquiries.
4. All applicable documentation should be placed in the Procurement or Travel mailbox in the mailbox area or faxed to SWOHR at 907-450-8201. Please note the request ID number on all documentation.
5. An email notification will be automatically sent to the SWOHR department email and the requestor stating the information has been received. It will also contain the request ID number (located at the end of the URL).
6. The HR Office Coordinator will assign the request to the appropriate admin to complete. The assigned admin will check the corresponding mailbox that is located in the mailbox area for documentation. It is the responsibility of the assigned admin to follow up on all documentation needed to complete the request.
7. The assigned admin will email the requestor to notify them of who will be working on their request. Requests for general office supplies and newspaper advertisements will not receive this confirmation email. The appropriate director will be copied on the confirmation email for travel and nonrecurring requests for requests requiring approval.
8. For travel and non-recurring purchasing requests, the appropriate director must approve the request prior to the admin proceeding with the arrangements. The admin will request the director to initial the form or send an approval by email.

The travel and procurement transactions are divided among the Admin staff as follows:

HR Coordinator:	Executive Projects Labor Relations
Admin Generalist:	Benefits Classification and Compensation HR Systems International Services Payroll & Benefit Accounting Training & Development

This is subject to change depending upon the administrative staff workload.