

## How To Place Orders Using GryphForm

### For Purchases In General

When orders need to be placed Faculty, staff or students should complete and submit a Gryph Form called 'ABSc – Purchase Request' found here: [University Of Guelph](#)

There are three main roles:

#### 1. The Initiator

- a. The personnel requesting the order for the items/services
- b. They will select the appropriate approver from a list to review and approve the order

#### 2. Authorized Approvers

- a. Those with grant signing authorities who will review and provide the grant numbers approved to place the order
- b. When the approver has approved the order, it will be automatically forwarded to the Purchase Office

#### 3. Purchase Office

- a. ABSc main office staff who will review the forms and ultimately place the order or return it to either the approver or initiator

Both initiator and authorized approvers should be able to see details including at which stage/with whom their order request is with as well as at what time the order was forwarded or approved

When clicking the link to the form, a pop-up window will appear which is the new purchase request form and a unique PO (purchase order) number will be auto generated in the top right corner.

If you are initiating a new purchase but already have signing authority on a grant (either you've been granted authorization by the grant leader or if you are the grant leader), please select yourself as the authorized approver.

7 Number

**ABSc - Purchase Request**

Requested By: Luke Luo | lluo04@uoguelph.ca

Requested On: 2026 Mar 10

P/O#: **ABSc-26-0014**

[Create PDF](#)

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Supplier and Ship To

<p>Supplier: <input type="text" value="ABCAM"/></p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Contact: <input type="text"/></p> <p>Telephone: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Website: <input type="text"/></p>	<p>Ship To: <input type="text" value="ANNU BLDG 70"/></p> <p>Attention: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Telephone: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Shipping Note: <input type="text"/></p>
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Items

Item#	Product Code	Product URL / Description	Consumable	Quantity	Unit Price	Total	Action
1	<input type="text" value="Product code or N/A if unknown"/>	<input type="text" value="Product description"/> <input type="text" value="Product web page"/> <input type="text" value="Product url"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>	<input type="text"/>	\$0.00	<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="x"/>
Subtotal						\$0.00	
Shipping						<input type="text"/>	
Tax						\$0.00	<input type="text" value="0"/> %
Total						\$0.00	<input type="text" value="CDN"/>

Information Technology Request  
 Is this a request to purchase Information Technology?

**Role as Initiator:**

Complete as much of the form and details regarding the requested order as you can. You can leave the coding blank for your supervisor/the Authorized Approver to complete.

- Select the appropriate ‘Supplier’ from the dropdown menu and fill out each of the fields
  - If vendor isn’t listed, please select ‘Other’
- Ensure the correct ‘Ship To’ location is selected
  - If choosing ‘Other’ make sure the address field is completed
- Product code for the item must be provided, otherwise please provide a product URL or upload a quote
- Using the drop down menu, please be sure to indicate whether or not this is an IT purchase as this will determine whether or not Dave/ABSc IT team will place the order or Luke/Purchase Office

Information Technology Request

Is this a request to purchase Information Technology?

Authorized Approver and Grant Information

Authorized Approver:

- Select appropriate ‘Authorized Approver’ from dropdown menu
- Complete the justification section, explaining the purpose of the order

### Role as Authorized Approver:

Review then either confirm or provide the grant/project number to be used for the order and approve the form.

Only either the grant or project number field needs to be filled in order to approve the order. If the rest of the fields are left blank, that is okay as the Purchase Office will be sure to complete the rest of the coding in the following step of the ordering process.

- Review the contents of the order
- Provide an eligible account to pay for the order with sufficient funding
  - Grant/project numbers are always 6 digits
  - Based on the grant or project number provided, you should be able to determine the full GL coding
  - Grant numbers that start with '05x' and '070' will always use fund number '300' (example: **300**-010800-05xxxx/07xxxx-000000-object code)
  - Grants that start with '400','401','46' will always use fund '301' (**301**-010800-40xxxx/46xxxx-000000-object code)
  - Grants that start with '499' (FFT) will always use fund '302' (**302**-010800-499xxx-000000-object code)
  - OMAFA 'Grants' that start with '030' are actually project numbers and will always use fund '110' (**110**-010800-000000-030xxx-object code)
  - New OMAFA Grants that start with '1xx' will always use fund '305' (**305**-010800-1xxxxx-000000-object code)

### **Role as Purchase Office:**

Review and ensure all required details/information is provided on the purchase request form and then decide whether to place the order or send it back to either the initiator or authorized approver for revisions/corrections.

- When reviewing/placing the order, the Purchase Office must ensure the full 26-digit GL coding is completed correctly and sufficient funding is available from an eligible grant.

- The Purchase Office will save a copy of the purchase order after the purchase has been completed.
- The Purchase Office will send a confirmation of the purchase to the initiator/supervisor.

March 2026