University of Colorado
Anschutz Medical Campus

MAIL CENTER
GOODS AND
REQUISITION FORM

GSR

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HOW TO OBTAIN A GOODS & REQUISITION FORM “GSR”
“GSR- GOODS AND SERVICES REQUISITION FORM”-HOSPITAL CALL CENTER ACCOUNTS (4 DIGITS)

1. “GSR” ARE USED TO PURCHASE THE FOLLOWING:
   - STAMPS
   - METER FORMS
   - KEYS

2. CLICK ON START BUTTON
3. CLICK ON INTERNET EXPLORER
4. IN THE ADDRESS BAR TYPE IN HTTP://HUB.UCH.EDU THEN Hit ENTER
5. THE WEB PAGE “HUB” COMES UP
6. LOOKS LIKE THE FOLLOWING:

   ![Internet Explorer screenshot showing the HUB website](image1)

   7. IN THE RED HEADER CLICK ON “FORMS & DOCUMENTS” (SEE FIGURE 1)
8. IT WILL BRING YOU TO THE FORMS & DOCUMENTS WEB PAGE: FIGURE 2

9. IN THE SEARCH FIELD TYPE IN “GSR” (SEE FIGURE 2)

10. CLICK ON “GO” (SEE FIGURE 2)
11. IT WILL BRING YOU TO A WEB PAGE THAT LOOKS LIKE THE FOLLOWING:  

**FIGURE 3**

12. CLICK ON "**GSR FORM**" (SEE FIGURE3)

13. THE FOLLOWING PAGE THE FOLLOWING SCREEN WILL POP UP:  

**FIGURE 4**

14. CLICK ON "**OPEN**" (SEE FIGURE 4)
15. “GSR” FORM LOOKS LIKE THE FOLLOWING:  

![GSR Form Image]

16. IN THE TOP RIGHT HAND CORNER NEXT TO “GSR NO” A UNIQUE NUMBER WILL POPULATE EACH TIME A “GSR” IS PRINTED (SEE FIGURE 5)

17. CLICK ON ENABLE EDITING (SEE FIGURE 5)

18. DELETE ALL INFORMATION ON THE EXAMPLE

19. MAIL CENTER REQUIRES THE FOLLOWING FIELDS TO BE POPULATED:
   - NAME OF UCH BUYING DEPARTMENT (DEPARTMENT NAME): 
   - NAME OF HSC SELLING DEPARTMENT (MAIL CENTER): 
   - NAME OF UCH PERSON BUYING: 
   - CAMPUS BOX: 
   - PHONE: 
   - DELIVER TO (BUILDING & ROOM NO OF BUYING DEPARTMENT): 
   - ORDER DATE: 
   - QTY: 
   - DESCRIPTION: 
   - UNITS ISSUED: 
   - UNIT PRICE: 
   - AMOUNT: 
   - UCH CHARGE ACCOUNT NUMBER (4 DIGITS): 
   - UCH AUTHORIZATION SIGNATURE: 
   - DATE: 

20. POPULATE FIELDS OR LEAVE BLANK AND PRINT THEN POPULATE FIELDS

21. PRINT (TOP LEFT CORNER CLICK ON THE FILE THEN CLICK ON PRINT)

22. ONCE “GSR” IS FILLED OUT SEND TO MAIL CENTER THROUGH:

HOW TO OBTAIN A GOODS AND REQUISITION FORM “GSR”
-INTERDEPARTMENTAL MAIL F400 (ATTENTION: BARBARA/MAIL CENTER)
-FAX #303/724-0054 (ATTENTION: BARBARA/MAIL CENTER)
-IN PERSON TO MAIL CENTER AT THE FACILITY SUPPORT BUILDING 1945 NORTH WHEELING
ROOM T36-1T RING BELL ON COUNTER AND GIVE TO PERSON ASSISTING YOU
- EMAIL TO Barbara.mayberry@ucdenver.edu SUBJECT LINE ITEM REQUESTING

23. ONCE MAIL CENTER RECEIVES “GSR” GOODS AND REQUISITION FORM THE MAIL CENTER
WILL PROCESS THE “GSR” GOODS AND REQUISITION FORM BY FILLING THE ORDER AND
POPULATING THESE FIELDS:
-ORDER COMPLETED BY (PERSON PROCESSING THE ORDER)
- DATE:

24. ONCE “GSR” GOODS AND REQUISITION FORM IS PROCESSED IT WILL BE GIVEN TO THE
PERSON/DRIVER ON THE ROUTE FOR THAT BUILDING/ BOX #
- SEE “PERSON/DRIVER PROCESS AFTER “GSR” GOODS AND REQUISITION FORM IS RECEIVED”

25. PERSON/DRIVER HANDLING “GSR” GOODS AND REQUISITION FORM WILL BE RESPONSIBLE
FOR GETTING THESE FIELDS POPULATED:
- SIGNATURE (OF PERSON ACCEPTING ORDER IN THE MIDDLE OF THE BOTTOM OF THE
“GSR”):
- DATE:

26. PERSON/DRIVER HANDLING “GSR” GOODS AND REQUISITION FORM WILL BE RESPONSIBLE
FOR BRINGING “GSR” TO THE MAIL CENTER SEE PERSON/DRIVER PROCESS AFTER “GSR”
GOODS AND REQUISITION FORM IS COMPLETE AND BROUGHT BACK TO THE MAIL CENTER

27. IT IS THE RESPONSIBILITY FOR THE ORDERING DEPARTMENT TO MAKE A COPY FOR THEIR
RECORDS