Prior to using, or borrowing, a procard to make a purchase, a request should be submitted via the online UKCD Purchase Form, located at https://dentistrywebapp.mc.uky.edu. Please note you must be connected to UK’s network in order to access this link.

Use your LinkBlue information to log in to https://dentistrywebapp.mc.uky.edu.

On the left, click to expand the Dental Purchase menu option.
Click on Request Form in the Dental Purchase section to open the form.
Fields to complete on the form include:
- Vendor name - if you are unable to locate your vendor, contact the Business Office
- Item number, name, quantity and Unit type
- Cost Center(s) and Percentage to charge - multiple cost centers may be entered
- Business Purpose
- Special Instructions (if needed)
- Select the Procard Purchase Box
- If ordering for another unit/clinic/department, upload a copy of that group’s request/approval of the estimated cost to the Upload Files area.

Upon clicking the submit button, entries will be forwarded to your supervisor. After receiving your supervisor’s approval, you may use, or borrow, a procard to complete the purchase. If borrowing a procard, please provide the order number for the request you submitted online.

If you need to cancel a request, contact your supervisor.

If you need to edit/adjust a request, contact your supervisor.
You will receive an email confirmation of your submission. If you are unsure if you have already submitted a request, expand the Dental Purchase menu option and select Request Log to view a list of your submissions.

You will receive email confirmation of approval or rejection of your form submission following review. This email will include your order number.
Information for Reviewing Supervisors
You will receive an email for any submissions from your direct reports. Click on the link included in the email (while on UK's network) to review submissions. You have the option to approve or reject requests.

Once you log in, click on Dental Purchases on the left, and then click on Request Log. You will see any outstanding requests. Click the View button by a request to review details of the request.

You have the option to approve or reject requests. Staff submitting requests will be notified after you approve or reject a request.