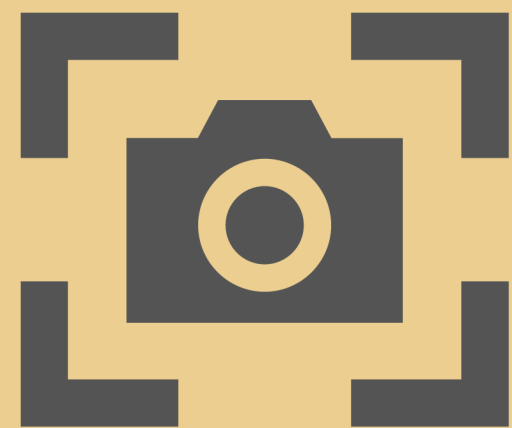


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Screenshots for GUSCloud IT Procurement Process

PITTSTATE

SCREENSHOTS



**Screenshots on
where to list your
ticket number in
GUSCloud**

..... GUSCloud Tips and Tricks:

PITTSTATE

Reminder: You will receive an **IT Ticket Number** when you enter your request in the IT Ticketing System. That number will be required for your purchase in GUSCloud.

Required: Enter the IT Ticket Number as the **first text in the Description field in GUSCloud**. This will help ITS approve your purchase more efficiently.

Recommended: Adding the **IT Ticket Number in the Justification Field in GUSCloud** will also be helpful to ITS in moving through these requests efficiently.

● ● ● ● ● Screenshot Examples for GUSCLOUD

PITTSTATE

Purchase Order

Making a Requisition for a Purchase Order - Punch Out and Noncatalog Requests

After you add the item(s) to your cart, you can edit the summary by clicking the pen symbol in the right corner.

The screenshot displays the 'Cart' interface for Requisition REQ20760. The top header bar is dark grey with the word 'Cart' in white, followed by 'Requisition REQ20760'. On the right of the header are three dots and a 'Submit' button. A red arrow points from the 'Submit' button to a yellow pencil icon in the 'Requisition summary' section.

Cart
Requisition REQ20760

☐ 1 item Edit Multiple

Apple - 14" Macbook Pro: Apple M4 Chip with 10-core CPU and 10-core GPU, 16GB, 512GB SSD - Space Black
Sold By APPLE COMPUTER INC 0000166917

☐ Amount \$1,698.00

Requisition summary

Subtotal	\$1,698.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$1,698.00

Description

Deliver to Location
Pittsburg Campus

Charge To
1105.6110300.525180.0.0.0.0

Funds Status
Not reserved

Budget Date
7/30/25

●●●●● Screenshot Examples for GUSCLOUD

PITTSTATE

Purchase Order

Please add the IT Procurement Ticket # in the Description and Justification boxes anywhere you see them.

REQ20768
Requisition

Description
28633312 - 14 inch MacBook Pro for Gus Gorilla.

Justification
Apple - 14 inch MacBook Pro - replacement work station for Gus Gorilla. IT Procurement #28633312

Delivery

Requested Delivery Date
8/8/25

Deliver to Location
Pittsburg Campus

Deliver-to Location Type
Internal

..... Screenshot Examples for GUSCLOUD

PITTSTATE

Purchase Order

Cart

Requisition REQ20768

...

Submit

☐ 1 item

Edit Multiple

14 - inch MacBook Pro: Apple M4 chip with 10-core CPU and 10-core GPU 16 GB, 512GB SSD - Space Black

Sold By APPLE COMPUTER INC 0000166917

☐

Amount

\$1,698.00

Requisition summary

Subtotal

\$1,698.00

Nonrecoverable Tax

\$0.00

Approval Amount

\$1,698.00

Description

28633312 - 14 inch MacBook Pro for Gus Gorilla.

Justification

Apple - 14 inch MacBook Pro - replacement work station for Gus Gorilla. IT Procurement #28633312

Deliver to Location

Pittsburg Campus

Charge To

1105.6110300.525180.0.0.0.0

Funds Status

Not reserved

Budget Date

8/1/25

● ● ● ● ● Screenshot Examples for GUSCloud

PITTSTATE

Purchasing Card

After obtaining approval of the IT Procurement Ticket and paying by Purchasing card enter the IT Procurement Ticket Number in the description and justification boxes when reconciling expenses.





Expense Report: EXP001323923801 [Submit Receipts](#)

Purpose

Amazon - Hard Drive and Adapters for Michael Riggs Work Station

Attachments

None 

Status

Paid [View report history](#)

Report Total

Employer Pays You 0.00 USD

Employer Pays Card Issuer (8204) 220.16 USD

220.16USD

Expense Items (1)

Date ▼	Type ▼	Amount ▼	Merchant ▼	Location ▼	Description ▼	Attachments
7/18/25	Computer Supplies (Toner, ink cartridges, etc.)	220.16 USD Card 8204	AMAZON MARK* 1F8K2BAR3	WA, United States	Amazon - Hard Drive and Adapters for ...	 (1)

Screenshot Examples for GUSCLOUD

PITTSTATE

Purchasing Card

GUS Cloud

Computer Supplies (Toner, ink cartridges, etc.) 7/18/25 ⓘ

Date7/18/25

TemplateExpense Template

TypeComputer Supplies (Toner, ink cartridges, etc.)

Expense LocationWA, United States

Amount220.16 USD

Number of Days1

Daily Amount220.16 USD

Personal Amount0.00 USD

Billed Amount220.16 USD

Reimbursable Amount220.16 USD

DescriptionAmazon - Hard Drive and Adapters for Michael Riggs Work Station - IT Procurement Ticket 28478409

Merchant NameAMAZON MARK* 1F8K28AR3

Attachments

Drag files here or click to add attachment

Reconcile Purchase for Michael Riggs computer.pdf (677.37 KB)

Receipt missing

Account1241.6110302.537200.0.0.0.0

Business PurposeAmazon - Hard Drive and Adapters for Michael Riggs Computer - IT Procurement Ticket 28478409

Trip Over \$1,000

T-Form Number

Fuel Gallons

Sales Tax Due

Screenshot Examples for GUSCLOUD

Invoice to Scan-No PO

On the Pay Vendor Form add the IT Procurement Ticket Number to the Purchase Description

Pittsburg State University
Pay Vendor Information Form

Suppliers should be paid via procurement card whenever possible. If a supplier does not accept card payments or charges a fee, this form can be used to request payment via Check/ACH. The invoice, this form, and any additional backup should be submitted to invoicescan@pittstate.edu in one attachment. The invoice must be the first page of the attachment.

Section 1 – Invoice Information					
Supplier Name	DUO Security LLC				
Supplier Address: Use Address on Invoice?	Mailing Address (If you checked No)				
Yes ☒ No ☐					
Payment Amount	\$31,185.00				
Purchase Description (Who, What, When, Where, Why)	IT Procurement ticket #28487911. Renewal for our Multi-factor authentication tool for faculty, staff and students. MFA is a requirement by the LPA for the State of Kansas. MFA is an electronic authentication method in which a user is granted access to a website or application only after successfully presenting 2 or more pieces of evidence to an authentication mechanism. Term 8.20.25 to 8.19.26. Invoice #INV36336912				
PO Number (Skip Section 2 if paying on a purchase order)	Please make sure you have recorded receipt of products in GUS Cloud				
Section 2 – Funding Information* (Attach separate listing if needed)					
Fund	Cost Center	Account	Dept CC (Optional)	Dept Acct (Optional)	Amount
1105	6110300	523700			\$31,185.00