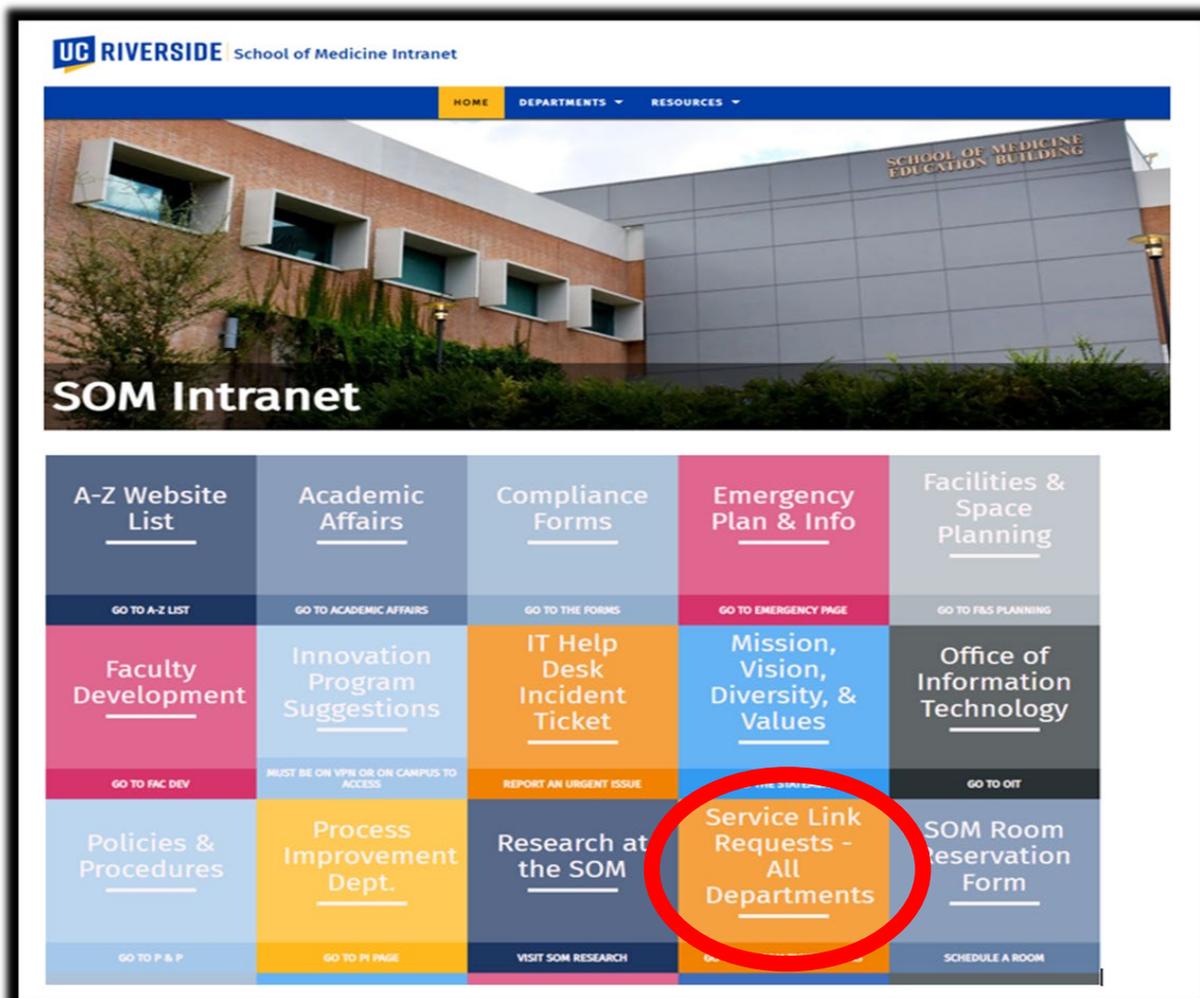


## SOM Business Operations Entertainment Pre-Approval Request Process

Purpose: The purpose of this document is to outline the process for entering an Entertainment Pre-Approval form using the ServiceLink form. This process applies to but is not limited to any entertainment or event.

### Entering a request

1. On the SOM Intranet Homepage <https://medschoolintranet.ucr.edu/> select “ServiceLink Requests- All Departments”



2. In the Categories list, select “Business Operations.” In the Service Catalog section select “Procurement Service Request.”

The screenshot displays the UC Riverside Service Catalog interface. On the left, a 'Categories' sidebar lists various options with counts: Human Resources (5), Business Operations (7), Facilities (2), Faculty Development (1), OIT Security (4), OIT Services (14), and Sponsored Research and Prog... (1). The 'Business Operations' category is highlighted with a red box. The main area, titled 'Service Catalog', shows a sub-header for 'Business Operations' and a grid of service cards. The 'Entertainment Preapproval Form' card is highlighted with a red box. Other cards include 'Fund Transfer Requests / Fund Swap Requests', 'Generic Request for SOM Business Operations', 'Procurement Commodity Request', 'Procurement Service Request', 'Reimbursement Request', and 'Travel Request Form'. Each card includes a 'View Details' link at the bottom.

Category	Count
Human Resources	5
Business Operations	7
Facilities	2
Faculty Development	1
OIT Security	4
OIT Services	14
Sponsored Research and Prog...	1

Service Name	Description
Entertainment Preapproval Form	
Fund Transfer Requests / Fund Swap Requests	
Generic Request for SOM Business Operations	Please use this form for general UCR SOM Business Operations request.
Procurement Commodity Request	
Procurement Service Request	
Reimbursement Request	Reimbursement Request
Travel Request Form	This form is used for both pre-travel arrangements and post-travel reimbursements.

3. Complete the form.
  - a. The requestor details will auto populate.
  - b. Complete the Entertainment Pre-Approval form  
[https://medschoolintranet.ucr.edu/sites/default/files/2020-02/entertainment\\_preapproval\\_exemption.pdf](https://medschoolintranet.ucr.edu/sites/default/files/2020-02/entertainment_preapproval_exemption.pdf)
  - c. Upload the completed form to the “Add Attachments” section.
  - d. If any request requires someone to be notified, instructions for adding names to the watchlist is detailed in the next section of this user guide.
  - e. Once complete, select submit.

## Entertainment Preapproval Form

### User Information

Requestor ⓘ

Deanna Youmans x ▾

Email

deanna.youmans@ucr.edu

Phone

(951) 827-7905

Department

SOM Finance & Administration ▾

Role

Process Improvement Advisor

Today's Date

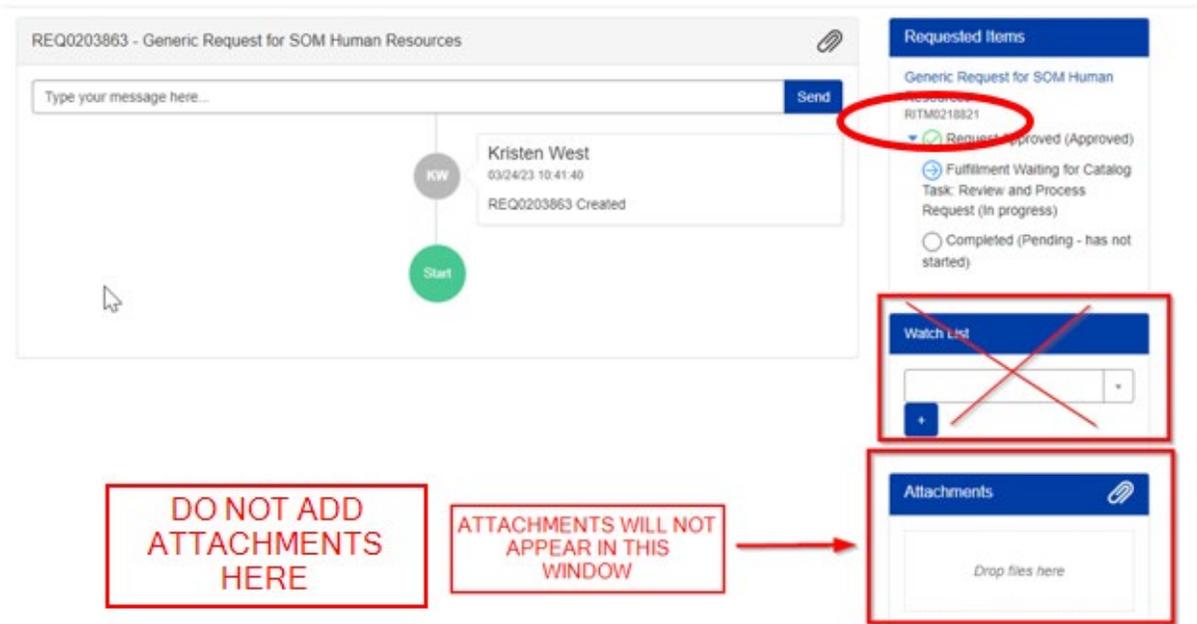
03/10/23 🗓

Additional Comments

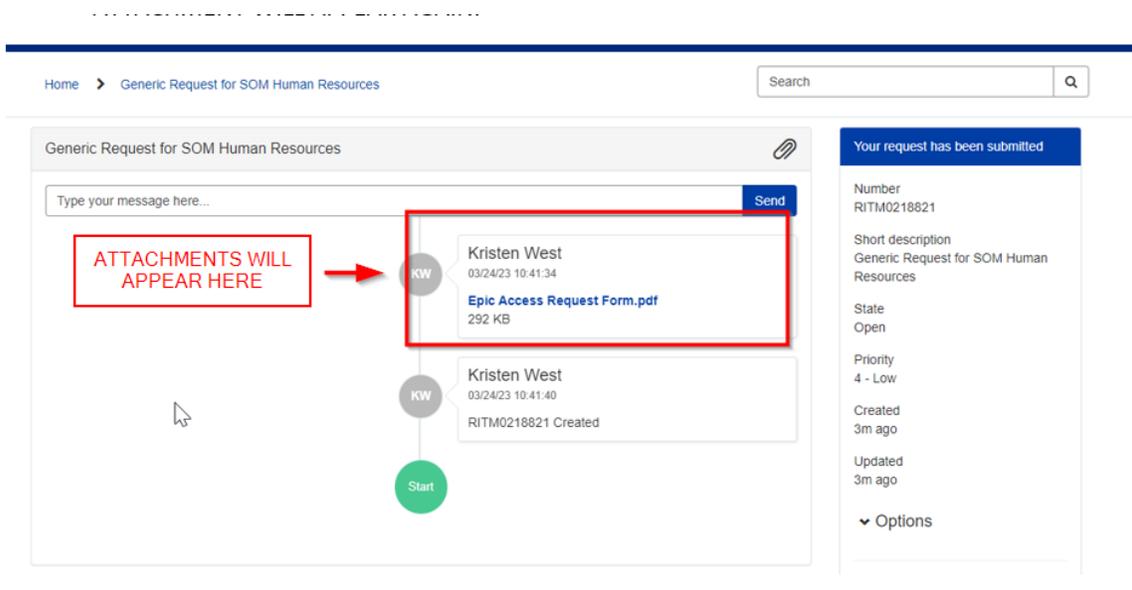
Please attach approved Entertainment Preapproval Form at bottom right corner.  
The Entertainment Preapproval Form can be found on the UCR SOM Business Operations Intranet.

→

- After submission the following screen will provide you with the RITM number that was created for the Business Operations Team to review. Note: Do not add someone to the watchlist from this screen. Also, your attachments may not appear from this screen. Click on the RITM number (circled in red below) and this will take you to a new screen.



- After clicking on the RITM number, the screen pictured below will appear. In this screen the attachments should appear, and additional staff may be added to the watchlist by scrolling down.



6. Add to the watchlist by typing first name, last name, and plus sign. Any attachments that were previously added will appear in this window. New attachments can be added by clicking on the paper clip on this page.

Role  
Business Operations and HR  
Project/Polic

Description  
TEST WATCHLIST

*Tickets are picked up within  
4 hours (M-F 9-5)*

**Watch List**

**+**

**Attachments** 

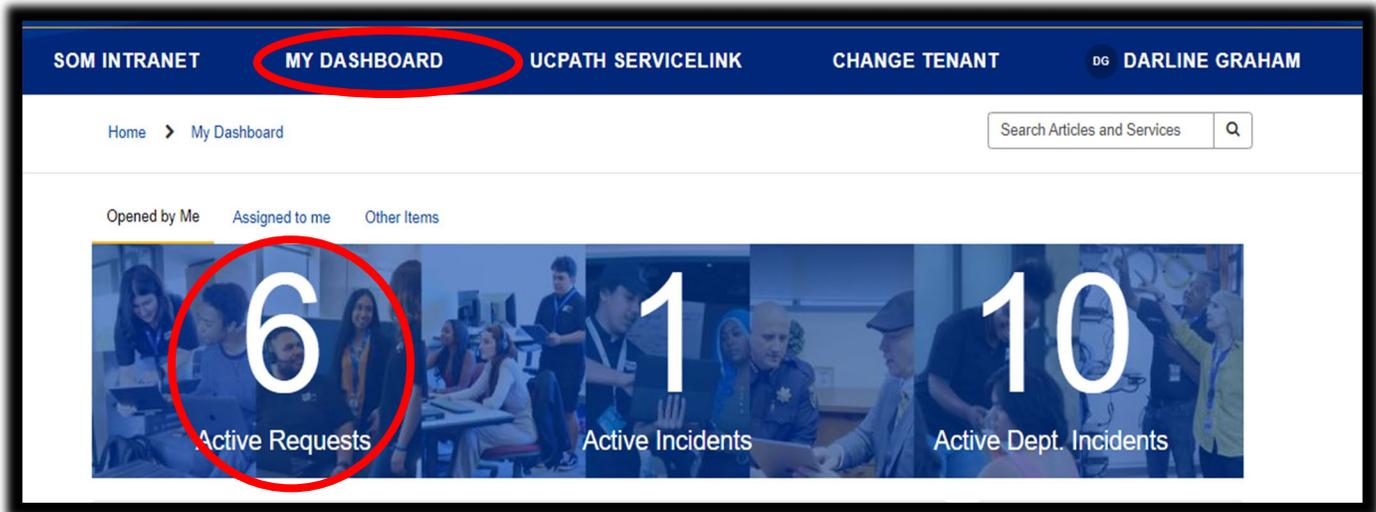
  Epic Access Request Form.pdf  
(291.7 KB)

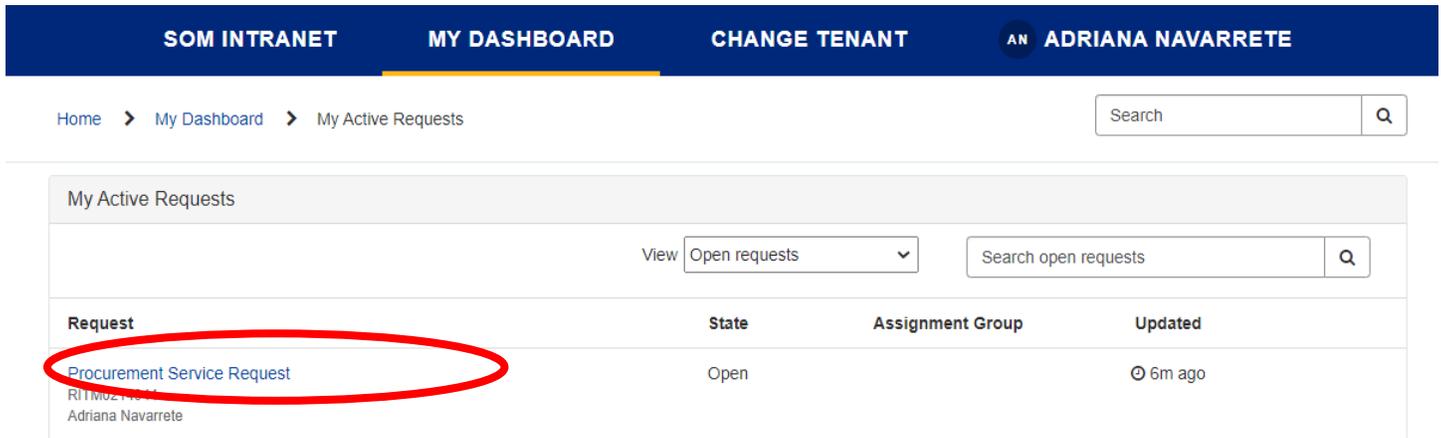
4m ago

## Viewing a Request

1. In the main ServiceLink portal go to “My Dashboard,” select “Active Requests.”



2. All active requests will be displayed. Click on the request.



3. After clicking on the request, the status updates and comments will be displayed.

**SOM INTRANET    MY DASHBOARD    CHANGE TENANT    AN ADRIANA NAVARRETE**

Home > My Request - RITM0214044

---

Number: RITM0214044      Created: 9m ago      Updated: just now      State: Open

### Procurement Service Request

Item: Procurement Service...      Requested for: AN Adriana Navarrete

Stage: Fulfillment

Activity    Attachments    Additional Details

Type your message here...    Post   

AN    Status updates from BO Team    just now    Additional comments

AN    RITM0214044 Created    9m ago

Start