

# University of West Georgia

Purchasing Services

Job Aid II

## Attaching a File to a P-Card Pre-Approval Request in Google Drive

If you are purchasing several items, it may be beneficial to attach a screenshot or quote to your request rather than manually list every item for which you are requesting pre-approval. This can be done as follows:

- Save the file to your computer.
- Go to: <https://www.google.com/drive/>
- Log in with your UWG username and password. This is the username and password used when logging onto your computer
- Click on New in the top left corner.
- Click on File Upload.
- Find and select the file to attach to the request.
- Click Open.
- Once the file upload, right click on the file and select Get Sharable Link. This will copy the link to the clipboard.
- Now access your Purchasing Card Log.
- Right click in the Description of Purchase cell and select Paste.
- Complete Pre-Approval request as usual.

