4 Purchasing Methods

E-Procurement (ePro)

For UNC contracted vendors

Vouchers

For small orders not allowed on p-card Purchasing Card (p-card)

For quick payments of small orders

Purchase Orders (POs)

For large orders
Over \$5,000

PCard: Basics

- For access
 - ConnectCarolina and Related Applications Access Request Form
 - P-Card Account Maintenance Form
 - Email forms to laura yurco@unc.edu
- What can you purchase? https://unc.policystat.com/policy/6121678/latest/
 - Allowed: Research supplies, conference registration, business meals
 - Not allowed: Other travel expenses, alcohol, purchases >\$5000, research gases
- Important dates
 - Sign off by the 15th of each month
 - Check back daily- 15th-20th
- Fraudulent charges?
 - PI must call the number on the back of the credit card
 - You must still sign off on the charges in Bank of America Works
- Contact
 - Technical/Navigation: Business Systems Help Desk (help.unc.edu) or 919-962-HELP
 - Department Use (procedure/chartfield)
 - Research Fund Administrator: Kathy Allen, 919- 962-4285 ktharris@email.unc.edu and D'Angelo Best, 919-527-3367 ddbest@email.unc.edu
 - Karen Holmes, klholmes@email.unc.edu, 919-962-1189
 - Others: Laura Yurco, laura_yurco@unc.edu, 919-962-2173 and Hua Shen (University PCard Administrator), 919-962-2255 hua_shen@unc.edu

Access transactions

5,000.00

5.000.00

0.00

1,996.75

5,000.00

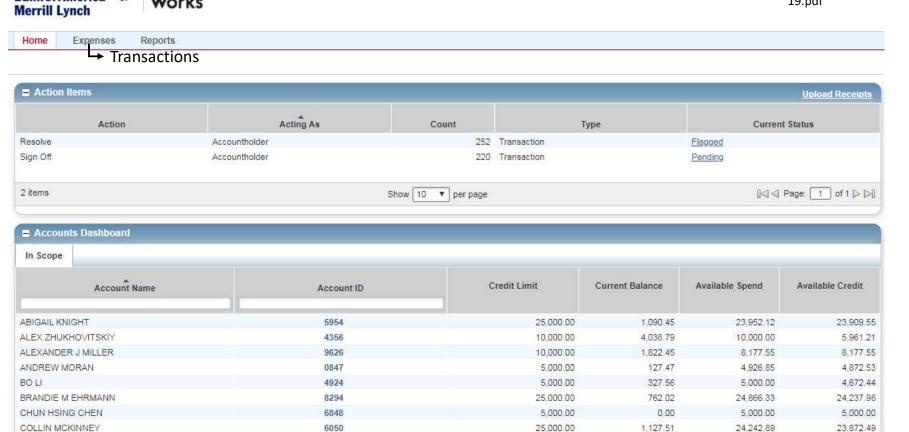
3.003.25

5,000.00

3,003.25

Form for credit limit increase

https://intranet.chem.unc.edu/wp-content/uploads/sites/6/2020/02/Purchasin g_Card_Account_Maintenance_Form.07.03. 19.pdf



7028

2511

Show 75

▼ per page

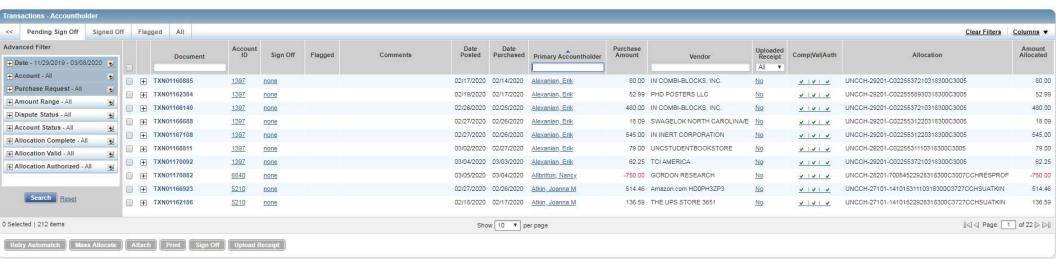
Bank of America

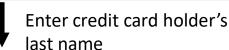
CYNTHIA K SCHAUER

DAVID NICEWICZ

49 items

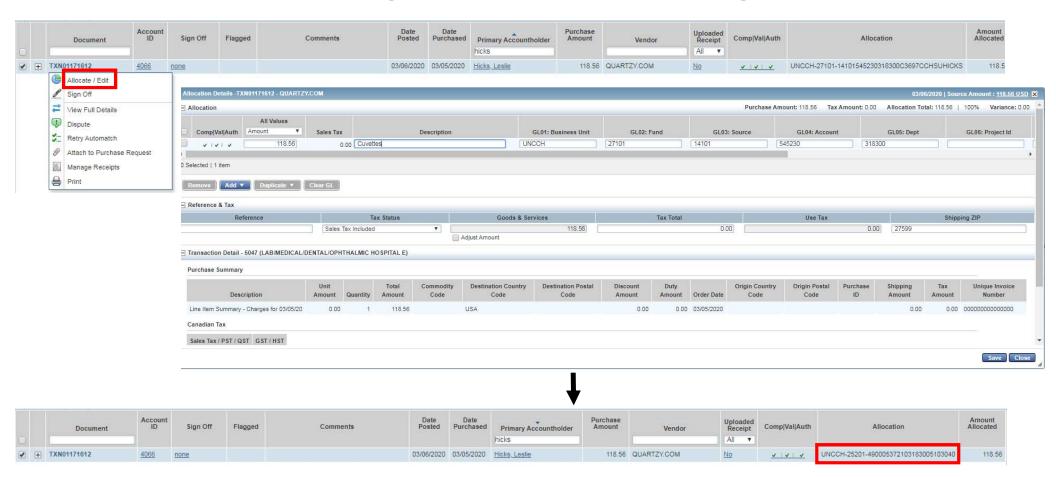
Sort for your transactions



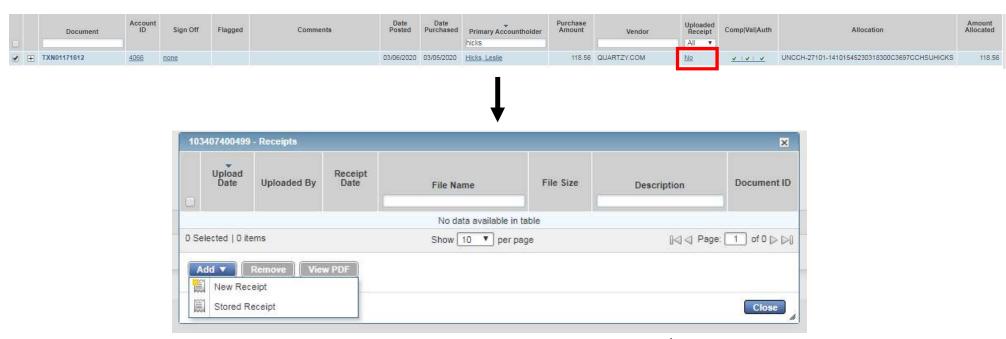


	Document	Document Account ID	Sign Off	Flagged	Comments	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Uploaded Receipt	Comp Val Auth	Allocation	Amount Allocated
								hicks			All ▼			
* +	TXN01171612	<u>4066</u>	none			03/06/2020	03/05/2020	Hicks, Leslie	118.56	QUARTZY.COM	<u>No</u>	<u> </u>	UNCCH-27101-14101545230318300C3697CCHSUHICKS	118.56

Change chart field strings



Upload invoice



Invoices should include:

- Vendor
- Date
- Amount
- detailed info about what was purchased

Missing invoice on the 15th?

 Still modify chart field strings and upload a temporary note saying that you are working with the vendor to get the invoice

Sign off



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