Tips & Time Saving Strategies

3 easy steps:
1. Upload receipts
2. update chartfields (remove program if paid on project)
3. Complete sign-off (by 15th)

Be sure to upload a detailed receipt/invoice, not just an email or order confirmation!

Common account codes:
- Conference Registration (in-state) 528310
- Conference Registration (out-of-state) 528320
- Membership Dues 558310
- Research Supplies 537210
- Repairs: 524170
- Service: 558913
- Shipping (only): 527420

Choose mass chartfield allocation when allocating same chartfield to multiple charges

UNC IS TAX EXEMPT! DO NOT PAY TAX WITH THE P-CARD

One Drive App: Download to manage receipts (upload or take picture), attach when transaction

Be sure to enter correct CFS for each field. Scroll to the far right of page to take out default fields, i.e., Program Code & Cost Code.

Contacts for Further Help
- Access: Request via RASR, option: P-Card Access Request
- Technical/Navigation: Pcard@unc.edu
- Others: chemadmin@unc.edu
- Department Use (approval/procedure/chartfield):
  - Kathy Allen, ktallen@unc.edu 919-962-4285
  - D’Angelo Best, ddbest@email.unc.edu 919-537-3367
  - John Gorman, jgorman@email.unc.edu 919-966-1566
  - Karen Holmes, klholmes@email.unc.edu, 919-962-1189

Resource Materials: https://finance.unc.edu/services/card-services/pcard/