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)

RECEIPT SHOULD INCLUDE:
- Vendor Name
- Date of purchase
- Item Description
- Total Amount of Purchase

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

P-card cycle runs each month on the 16th–15th (ex: May 16 –June 15) and closes on the 20th, no changes can be made to the chartfield after the 20th for the previous cycle. Reconcile by 15th each month!

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

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.

Sign-Off (required): Comments should include how the item furthers the research aims/project.

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

Access: Request via RASR, option: P-Card Access Request
Technical/Navigation: Pcard@unc.edu
Others: chemadmin@unc.edu

Contacts for Further Help

Department Use (approval/procedure/chartfield):
- Kathy Allen, ktallen@unc.edu, 919-962-4285
- 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/p-card/