

Type of Purchase/ Reimbursement	Processing Staff Member	Form(s)/Authorization Required*	Deadline for receipt submission	Notes
<b>Voucher</b>	Kim	<ul style="list-style-type: none"> <li>Voucher Request Form</li> <li>Chair's approval necessary for memberships and subscriptions</li> <li>TBA: Chair approval required</li> </ul>	ASAP (Same day if possible, but no later than 5 days after purchase)	<ul style="list-style-type: none"> <li>Includes all purchases (NOT travel related) originally made with personal funds. Submit an itemized receipt with completed voucher request form. <b>Signature required.</b> The chartfield string will be completed by the office, but you must list the source of funds (research, startup, grant, etc.)</li> <li><a href="#">University's Purchasing Method Selection Tool – Decision Tree</a></li> <li><b>Very few purchases should be paid with personal funds</b> – there is a risk of not getting reimbursed. If paid with personal funds, you must include justification for not using a purchasing card.</li> </ul>
<b>P-Card purchases</b>	All (see notes)	<ul style="list-style-type: none"> <li>Upload receipt ASAP to Works</li> <li>Receipts need to include date, payment amount, vendor, and description of item purchased</li> <li>If using the dept. card, email the receipt to Kim</li> <li>TBA: Chair approval required</li> </ul>	ASAP (Same day)	<ul style="list-style-type: none"> <li>If using the department P-Card to purchase goods directly from a store (Harris Teeter, etc.), bring receipt to Kim immediately following purchase.</li> <li>All online purchases with the department P-Card should be conducted with a staff member in the department office. The P-Card number will not be given out to faculty members or graduate students. Receipts for these purchases can be emailed to the Admin. Asst. immediately following transaction.</li> <li>Faculty members with P-Cards should upload receipts to the Bank of America Works system (instructions: <a href="https://finance.unc.edu/files/2018/07/pcard-uploading-receipts-grc.pdf">https://finance.unc.edu/files/2018/07/pcard-uploading-receipts-grc.pdf</a>)</li> <li><a href="#">Department instructions</a></li> </ul>
<b>Direct Billing to Department</b>	Cinnamon	<ul style="list-style-type: none"> <li>Voucher Request Form</li> </ul>	ASAP (Same day)	<ul style="list-style-type: none"> <li>Includes all purchases made using the department number</li> <li>Faculty: Submit itemized receipt ASAP with Voucher Request Form.</li> <li>Graduate Students: Receive authorization from Cinnamon before making purchases with the department number. Submit itemized receipt ASAP after purchase.</li> </ul>

\*All forms can be found on the departmental website (<http://classics.unc.edu/policies-and-forms/forms-and-documents/>).

Please download and use the most recent version—many have been updated within the past semester.

Last modified 1/27/2022

# Purchase Approval List

New purchasing guidelines are in effect. Here is a list of transaction types highlighting approval requirements. All purchases still need to be justified as a business purpose. This can be as simple as explaining what the item or service is and how it is utilized for research or instruction.

- Items that do NOT need approvals beyond the regular accounting process: (Being reasonable and justifiable)
  - Food for events, donors and boards (receptions, student events, Self-Study meals)
  - Furniture for on campus use.
  - Office and research supplies – includes books
  - Special event expenses (for holiday, retirement, death, birth etc.) -Non-recurring.
  - Tech expenses for instruction – Check with Andy Lang, OASIS, before purchasing. (Subject to partial reimbursement.)
  - Tech expenses for research
  - Virtual conference registration -needs to be paid with Pcard/T&E Card, (staff will add the blanket approval we received from the Dean's Office).
- Items that need the Chairs approval to process:
  - Domestic Travel (Faculty through Concur.) (Students through RASR.)
  - Memberships – only pay for essential memberships.
  - Subscriptions
- Items that need approvals beyond the department:
  - International Travel
  - Honoraria exceeding \$10,000
  - Masks, hand sanitizer, and disinfecting wipes

# Purchase Approval List

Here are some **sample justifications** you may want to consider when writing explanations for your own transactions.:

- “Books for research on Imperial Landscapes.”
- “SCS membership is critical to support of a scholarly community of Classicists, to my scholarly engagement, in maintaining my research profile and in having access to research and teaching resources. Membership is required for participation in the SCS’s annual meetings and associated professional committees. I will be a respondent for a panel at the January meeting.”
- “Membership in the national society of papyrologists and my participation in their research and publications is part of my academic research on Ptolemaic and Roman Egypt, which is my main research focus.”
- “15 masks for students to decorate and use in their creative project performances of drama in The Greeks (CLAS 121).”
- “Large screen monitor to visualize large spatial datasets in the mapping software platforms I use in my research and teaching.”
- “Lunch at Carolina Coffee Shop with visiting speaker, *[Speakers Name]*, and two classical archaeology graduate students, *[Student Name and Student Name]*.”