Tips & Time Saving Strategies

When project is out of funds “budget out of bounds” system will not allow submission of order. Contact research fund administrator with questions.

Most Used Account Code: 537210 Research Supplies

For quicker chartfield entry
Use the speed chartfield at the top of the page and rest will automatically fill.

For denied orders: Click on link in email to open order, click on gray triangle to update chartfield, budget check & resubmit

Submit for approval: For commonly used household items comments should include how the item furthers the research aims/project
Not required for gas, chemicals, glassware

Pre-check budget before submitting

Update default chartfield and shipping address in ConnectCarolina here:
Main Menu > Finance Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Requester Setup

Contacts for Help
⇒ Access: Laura Yurco laura_yurco@unc.edu, 919-962-2173
⇒ Technical/Navigation: Business Systems Help Desk help.unc.edu ConnectCarolina>CC Finance>Eprocurement or 919-962-HELP (option 2)
⇒ Department Use (approval/procedure/chartfield): Research Fund Administrator: Kathy Allen, 919-962-4285 ktharris@email.unc.edu or Karen Holmes, klholmes@email.unc.edu, 919-962-1189
⇒ Others: Laura Yurco, laura_yurco@unc.edu, 919-962-2173

Resource Materials Link