

# EXPENDITURE GUIDELINES

Please refer to the following guidelines for use of uShop, the Purchasing Card (P-Card), and Chrome River.

## WHEN TO USE USHOP

All purchases of goods or services need to be processed through uShop or by P-Card which are the systems of record for university purchases and contracts for goods and services. In the business process, the purchase order for goods and often services, stands as the contractual document for the business transaction.

Please contact [purchasing@uncw.edu](mailto:purchasing@uncw.edu) or your Purchasing Team department liaison should you have any questions regarding the appropriate method to pursue a purchase of goods or services. In the event the expenditure will exceed \$5,000, please engage purchasing as soon as possible for the appropriate quote/bid document to be issued in accordance with State requirements.

Additional notes:

- General use [Policy 05.151](#)
- Obtain a quote for the good/service to establish the level of quality desired for purchase
- All goods and services must be delivered to a UNCW address
- Purchases for the same item or same project order cannot be split into multiple orders to keep the overall cost under Purchasing thresholds
- Requisitions must be entered with complete information, part numbers, description and current cost
- Goods must be received in uShop upon delivery and inspection
- Invoices should be emailed to [accountspayable@uncw.edu](mailto:accountspayable@uncw.edu)

## WHEN TO USE A P-CARD

The UNCW Purchasing Card Program allows rapid purchase of low-dollar (maximum of \$5,000 per transaction) goods and services by permanent UNCW employees.

The Purchasing Card Program does not change “what” you can buy under State and Federal guidelines; it offers another means to process a purchase. Use of established State Contracts must be utilized with P-Cards just as in any other purchase.

Purchases must be for legitimate business purposes and in accordance with all published guidelines for appropriate use of the purchasing card. Most allowable purchases of goods in uShop are also acceptable by P-Card.

Unless an exception has been provided by the Director of Purchasing, the following **cannot** be purchased using a departmental P-Card:

- All Travel-related expenses
- Animals
- Apple Apps or iCloud

- Cell Phones
- Computers, Laptops, Tablets, Software
- Dine-in Restaurants
- Drones
- Entertainment/Events
- Fixed Assets
- Furniture, Carpet, Blinds
- Gifts, Gift Cards, Gift Certificates
- Hazardous Materials
- Independent Contractors
- On-Campus Postal Services
- On-Campus Food over \$100
- Sales Tax
- Shipping to off-campus locations
- TAC Repairs

If you are trying to make a purchase and the information above does not explicitly address your situation, please contact [purchasing@uncw.edu](mailto:purchasing@uncw.edu) or [pcard@uncw.edu](mailto:pcard@uncw.edu) as applicable or your department Purchasing Team liaison for assistance on the best purchasing method.

## **WHEN TO USE CHROME RIVER**

### **DIRECT PAY MODULE**

The Direct Pay module in Chrome River is used to reimburse employees, students and non-employees for approved purchases and for payments not related to a PO in uShop.

Types of Direct Pay transactions include but are not limited to:

- ARAMARK for catered events
- Barnes & Noble
- Dual Employment (when UNCW has “borrowed” an employee from another state agency)
- Employee, student and non-employee reimbursement for approved purchases
- Event Sponsorships
- Memberships
- Stipends for non-employees (example New Hanover County teacher training)
- Refunds
- Utilities

Additional notes:

- Until further notice, employee reimbursements must have Divisional Budget Officer approval and be included as support documentation in Chrome River.
- All on-campus catering events must be purchased through ARAMARK. Any catering or food purchases brought on campus which exceed \$100 must have prior written approval of ARAMARK and included as support documentation in Chrome River.
- Off-campus purchases of food must comply with all UNCW policies including but not limited to Business Entertainment policy 05.107, Travel policies 05.176 – 05.190, and Alcohol Policy 05.303.

## TRAVEL MODULE

All travel by employees, students, non-employees, and student groups must be entered in the Chrome River Travel module (See [Travel webpage](#))

Visa Travel cards are available to permanent UNCW employees to help alleviate an employee from incurring out of pocket expenses.

Until further notice, all pre-approvals submitted in Chrome River must include the [Temporary Travel Request Approval Form](#) signed by all required parties.

If you have questions about using Chrome River Direct Pay or Chrome River Travel, contact Sandy Gladden at [gladdens@uncw.edu](mailto:gladdens@uncw.edu) or 910-962-4217.

## EXTERNAL PAYMENT METHODS

For transactions in both uShop and Chrome River, payments are processed as either paper checks or ACH direct deposits with two exceptions for state agencies and foreign individuals and entities listed below.

### INTER-AGENCY TRANSFERS:

The state of NC prefers payments between state agencies be processed as inter-agency transfers. This is a more efficient and timelier method of payment than a paper check. State agencies using this method of payment will include their 4 digit CMCS code on the invoice. Departments should complete the inter-agency transfer form found on the Controller's website:

[https://uncw.edu/controller/documents/interagencytransferrequestform-update\\_10\\_19\\_21.pdf](https://uncw.edu/controller/documents/interagencytransferrequestform-update_10_19_21.pdf).

For uShop transactions, send a comment to the AP Inbox [accountspayable@uncw.edu](mailto:accountspayable@uncw.edu) and attach the invoice and completed inter-agency transfer form. If you have questions about AP and/or invoices, contact Cathy Daniels at [danielsca@uncw.edu](mailto:danielsca@uncw.edu) or 910-962-3645.

For Chrome River transactions, choose "Manual" for the Check Handling and attach the invoice and completed inter-agency transfer form in Chrome River. If you have questions about using Chrome River Direct Pay or Chrome River Travel, contact Sandy Gladden at [gladdens@uncw.edu](mailto:gladdens@uncw.edu) or 910-962-4217.

If you have questions about inter-agency transfers, contact Kim Blankenburg at [blankenburgk@uncw.edu](mailto:blankenburgk@uncw.edu) or 910-962-7423.

### WIRE TRANSFERS:

Wire transfers are the required payment method for foreign individuals or entities for the following reasons:

- Foreign payments must be reviewed and approved by the NC Office of State Controller prior to processing to ensure IRS compliance for proper tax withholding.
- The state does not allow direct deposits to a foreign bank. A wire is transmitted directly to the

- foreign bank.
- Paper checks cannot be processed in another country's currency. A wire transfer can be transmitted in most any currency.

To process a wire request, the department requests the foreign individual or entity's banking wire information and completes the wire transfer request form found on General Accounting's website <https://uncw.edu/genaccoun/documents/wirerequestformpdffillable.pdf>.

General funds (1XXXXX) cannot be used for the \$25 processing fee charged by the State Treasurer. A non-general fund number should be included on the wire transfer request form in order for the transaction to be completed.

For transactions in uShop, send a comment to the AP Inbox [accountspayable@uncw.edu](mailto:accountspayable@uncw.edu) and attach the invoice and the completed wire transfer request form. If you have questions about AP and/or invoices, contact Cathy Daniels at [danielsca@uncw.edu](mailto:danielsca@uncw.edu) or 910-962-3645.

For transactions in Chrome River, choose "Wire" for the Check Handling and attach the invoice and completed wire transfer request form in Chrome River. If you have questions about using Chrome River Direct Pay or Chrome River Travel, contact Sandy Gladden at [gladdens@uncw.edu](mailto:gladdens@uncw.edu) or 910-962-4217.

If you have questions about wire transfers, contact Kim Blankenburg at [blankenburgk@uncw.edu](mailto:blankenburgk@uncw.edu) or 910-962-7423.

## INTERNAL PAYMENT METHOD

### Interdepartmental Invoices (IDIs)

- Use IDIs when one UNCW department is providing goods or services (revenue) to another UNCW department (expense)
- IDIs cannot be used with agency funds (9XXXXX) - MUST use [Journal Entry](#) instead
- IDIs cannot be used for internal transfers, error corrections, or to move expenses between funds
- See General Accounting's website for [IDIs](#)
- Contact Kim Blankenburg for questions [blankenburgk@uncw.edu](mailto:blankenburgk@uncw.edu) or 910-962-7423