

## **PROGRAM IN DIGESTIVE HEALTH (PDH):**

### **Purchasing Guidelines**

The department administering the grant handles purchasing at UNC. If your grant is administered by the PDH, you must follow PDH procedures, not those of your home department. If a staff member in your department is in charge of purchasing, make sure he or she has these directions prior to making any purchase.

#### **On Campus Purchasing**

Most on campus facilities (storerooms, Student Stores) will accept your grant number. Make sure you get the correct grant number prior to purchasing. Remember, many grants are assigned a new number each budget period – Please do not use a number, which has expired.

When you have completed your purchase, attach the sales receipt to the PDH purchasing form and send to:

Steve Payne  
PDH Accounting  
CB 7555

#### **Off-Campus Purchasing (\*\*see restricted items below)**

To purchase from any off-campus supplier, you must first e-mail PDH Accounting to get a check request number ([steve\\_payne@med.unc.edu](mailto:steve_payne@med.unc.edu)); please allow 1 day for reply. Then order the supply as usual, making sure that the billing address is

University of North Carolina-Chapel Hill  
PDH Accounting  
4154 Bioinformatics Building  
CB 7555  
UNC, Chapel Hill, NC 27599-7555

#### **Purchasing Computers**

Carolina Computing Initiative (CCI)  
Through an arrangement with hardware and software vendors, departments may purchase equipment. Contact PDH Accounting to order through this plan.

Purchasing from another vendor – pick out the model you want or send us specifications. Richard Lytle at PDH will discuss specifications and order the computer for you.

#### **\*\*Restricted items\*\***

Some items have special purchasing requirements. These items include state contracts items such as furniture and equipment, items that cost **\$5,000 or more** (contract must be bid and awarded to lowest bidder) and radioactive or hazardous materials, which must be shipped through the UNC Health and Safety Office. If you wish to purchase any of these items, please send the name/order number of the item, the vendor, delivery location, and your name and grant number to the PDH office and we will order the item for you with a Purchase Order as required by UNC.

### **Personal purchases and reimbursement**

Occasionally, investigators or staff buys supplies with personal funds. If an item is purchased in this way, send the original itemized receipt to the PDH Accounting with a request for reimbursement. Please include your **social security number** and **home address** for processing.

### **Travel Accounting**

University and State guidelines govern payment for travel expenses on University business. All UNC travelers must submit a travel form. Airline tickets may be purchased through the Central Air Billing (CAB) system, which bills the ticket cost directly to the grant. In order to use the CAB system call or email PDH accounting to get personal information sheets to start the process. Travelers may request an advance for conference registration; however, only students may request advances for meals and lodging. All other travel expenses must be paid out-of-pocket and reimbursed at the end of the trip.

At the end of the trip, the traveler submits a reimbursement form and attaches original receipts for lodging, registration, and transportation. Receipts for meals are not required, but meal costs cannot exceed \$32.00 per day in state travel or \$34.00 per day out-of-state travel on a per meal basis.

State cars may be leased for staff that travels frequently in the local area. The funding source is charged a monthly fee, which covers minimum mileage. Mileage above the minimum is charged at a per mile rate.

Under some circumstances, those using their own cars for local travel may request reimbursement on a travel form at a rate of .485 per mile (2007 rate). Staff members who make several short trips may combine these and submit a single travel form monthly.

**Foreign travel and foreign carriers. Most grants will not pay for foreign travel unless it has been approved in advance (listing it in your grant budget is not sufficient). Federal funds may only be used to pay domestic carriers except in special circumstances. If you use a foreign carrier because it is cheaper or more convenient, you may end up paying for this yourself.**

For detailed information on travel reimbursements, please refer to the PDH Travel Guidelines or the UNC Travel website at <http://www.ais.unc.edu/busman/tra/trasc.html>

#### **PDH Administrative Staff**

Sally Binkowski, Center Administrator, 966-8381,  
[sally\\_binkowski@med.unc.edu](mailto:sally_binkowski@med.unc.edu)  
Steve Payne, Accounting Manager, 843-6238,  
[steve\\_payne@med.unc.edu](mailto:steve_payne@med.unc.edu)  
Richard Lytle, IT Manager 966-9757,  
[mailto:Richard\\_lytle@med.unc.edu](mailto:Richard_lytle@med.unc.edu)  
Gwen McIntyre, Secretary 966-1757,  
<mailto:CGIBD@med.unc.edu>