VOUCHER/REQUISITION ORDER FORM

Date:	
Voucher#:	
Requisition#	

BILLING ADDRESS

UNC Eshelman School of Pharmacy
Business Office
Europa Center
100 Europa Drive, Suite 250
Chapel Hill, NC 27517
Fax: 919-843-3820
Email: ESOPFINANCE@UNC.EDU

VENDOR	SHIP TO

PLEASE LIST THE CHARTFIELD STRING(S) TO BE USED FOR THIS ORDER

Dept	Fund	Source	Program	Project	Cost Code 1	Cost Code 2	Amount	%

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
			TOTAL	

CAMPUS VOUCHER PROCEDURES

1. To procure an item(s) using a Campus Voucher, email a completed Voucher/Requisition Order Form to esopfinance@unc.edu to obtain a campus voucher number. Be sure to include the name, address, and phone number for the vendor as well as, requestor name, division/office, date, valid chartfield string, and room number/building for delivery. Also include the PI's name, Division name, and reference numbers in the subject line of the email (**CBMC purchase request** or **EII purchase request**). If the order is critical, please indicate by typing the word URGENT in the subject line of the email. For urgent items please include the date by which it is needed. Keep in mind that expedited shipping can add significantly to the total amount of the order.

2. The procurement specialist assigned to your division/office will email back with the campus voucher number. This voucher number will serve as the purchase order for tracking purposes. You can then place the order with the vendor and maintain the order form until the order arrives. This order form serves as your reference to check the order when it arrives. Please be sure that the billing address listed on the Voucher/Requisition Order Form is provided to and used by the vendor. Use of any other billing address will most likely lead to a delay in payment.

3. When your order arrives, confirm that the items and quantities are correct, sign the packing slip(s) and email a scanned copy of that receiving document to esopfinance@unc.edu. Include the Division name and voucher number (**CBMC voucher #50531123 receipt**) in the subject line. Also attach a copy of the Voucher/Requisition Order Form to that email. If only a portion of the order arrives, be sure to mark that item(s) on the Voucher/Requisition Order Form when emailing the Business Office.

   *Note: If the order you received is incorrect, **immediately** notify the vendor to rectify the problem; if you need assistance, please contact the Business Office through* esopfinance@unc.edu.

4. Invoices sent to the Business Office will be matched against receipt documents. If the invoices match, then payment will be submitted for approval. If an invoice arrives prior to the scanned receipt document, then the procurement specialist will email you asking for confirmation of receipt and payment.

   IMPORTANT

   To ensure accurate billing, please list a valid chartfield string on all order forms. Additional information regarding the university's use of chartfields can be found using the link below.

   https://ccinfo.unc.edu/training/