



# P-Card in (another) Page!

## Helpful Hints for our Sponsored Research Customers

### What's an alias?

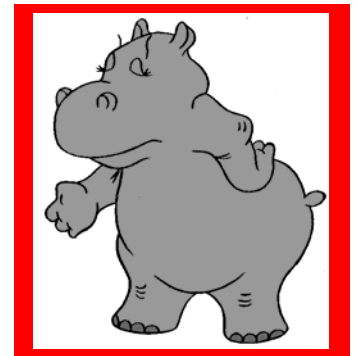
- ✓ An "alias" a.k.a. "Banner ID" a.k.a. "cost center" is simply a 6-digit code that tells us which "bucket of money" to pull the expense out of
- ✓ There's a unique alias for every grant; Project/Task/Award can be reduced to an alias
- ✓ **An alias is NOT the same as an Org or Organization code**

### What's an account?

- ✓ An account is a 5-digit code that explains what type of goods or services you have purchased
- ✓ There is an account for "computers" and "books" and "lab supplies" and everything else you may buy
- ✓ The text account description is also known as an "expenditure type"

### Making sure your grant gets charged

- ✓ Not every account can be used with your grant. Ask your Research Coordinator which accounts will work for you.
- ✓ Even when you provide the proper alias for your grant, if the account is not allowable for that grant, or the grant has no money left in it, or the Transaction Date of the charge is beyond the end date of the grant, **the charge will be posted against the non-grant default account and alias for your card.**
- ✓ Transaction Date = the day your card was "swiped" = Expenditure Item Date
- ✓ Charges that don't get posted to your grant must be corrected via the Departmental Correction Form. This form is a tedious, paper process - it's much easier and quicker for you to get this information properly into Pathway!



### Making Travel Arrangements thru Carlson Wagonlit

- ✓ The best way to pay Carlson is via your own P-Card
- ✓ If you make arrangements using the faxed paper form, include **ONLY** account and alias; including the Org code may confuse matters and result in your grant not being charged
- ✓ Remember that most travel expenses must be pre-approved by your RSC!

When in doubt about what you are allowed to pay for with your grant money, or what accounts will be valid with your grant...**CONTACT YOUR RESEARCH COORDINATOR!**

(They know these things!)

