Overview

All purchases made with sponsored research funding must comply with UNC Charlotte and granting agency policies for eligible expenses.

All purchases will be necessary and reasonable for the performance of the award, should be able to be identified specifically with the award being charged (allocable) and should represent the most effective use of the funds.

All purchases must occur within the award period of the research project and sufficient budget should exist in the expense category to be charged, or in the award budget overall, so that a budget revision (BR) can be processed. This is checked by reviewing the fund in both SAM and Banner.

If a BR needs to be processed, it should be completed before the requisition is entered in 49er Mart.

Common ineligible expenses (unless written into the budget proposal) include office supplies, non-scientific software, cell phones and cell phone plans, alcohol, meals, or administrative support. When eligibility is in doubt, the research administrator in the COE Contracts & Grants Office will discuss with the post-award administrator in the Central Grants & Contracts for guidance on how to proceed.
Logging on to 49er Mart

1. Log on to the UNC Charlotte – 49er Mart system at https://49ermart.uncc.edu/.

2. Below is the screen that appears after logging on to 49er Mart.
Finding Requisitions Requiring Approval

1. Click on the flag with the number 1 in the red square (there is one requisition awaiting action). Click on “requisitions” to view the list of departments with purchase requisitions requiring approval.

2. Engineering Technology is the only result with one requisition awaiting approval. Click on the “21800 Engineering Technology – Level 1 (1 result).”
**Viewing the Details of the Requisition Requiring Approval**

1. Click on blue requisition #8557208 for supplier McMaster-Carr Supply Company with a cost of $13.32.

   ![Image of requisition details]

   - **Requisition No.**: 8557208
   - **Suppliers**: McMaster-Carr Supply Co
   - **PR Date/Time**: 3/10/2017 8:10 AM
   - **Requisitioner**: Not Assigned
   - **Amount**: 13.32 USD

2. Review the details of the requisition.
3. Before approving the purchase requisition, the research administrator in the COE Contracts & Grants Office will check SAM to make sure the transaction has been entered by the BSS.

   a. If the transaction does not appear to be entered in SAM, contact and remind BSS that transactions should be entered in SAM after the requisition is entered in 49er Mart.

**Approving the Purchase Requisition**

1. Click on “back to approvals” to approve the purchase requisition.
2. Check both the “action” and “assign” boxes. Click in the “actions” drop down box and choose “approve/complete.” Click the blue “go” button.

3. The purchase requisition is now approved at the COE level.
Alternate Procedure for Approving Purchase Requisitions

1. Emails to assigned approvers (example below) are generated from 49er Mart notifying approvers that a purchase requisition is awaiting approval. This can be done in the email. When ready to approve the purchase, click on “take action.”
2. See the details of the requisition. Enter your personalized approval code; select approve.

3. The requisition is now approved.
LINKS OF INTEREST

49er Mart training is available through UNC Charlotte’s Canvas website: https://uncc.instructure.com/courses/44782.

49er Mart FAQs: http://finance.uncc.edu/resources/faqs

UNC Charlotte’s Purchasing Policy 601.11: http://legal.uncc.edu/policies/up-601.11

