[Making Purchases Using Grant Funds]

To use grant funds for making purchases, you will need to know the ChartField string for the project you are using, as well as the project number. When creating a requisition or a voucher, enter the project’s ChartField combination into the Distributions panel. Then, click on the ChartField Project link. The Project link will open the Project Information panel, where you may enter the Project number. This panel is also used for Cost Sharing. (See the instruction guide "A Look at Cost Sharing").

- Log into the system using the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
  - Follow the instruction guides for creating a requisition or voucher
  - Go to the Distribution (for ChartFields) panel for either one

- Enter the Project’s ChartField combination
  - For example, the Fund code should be one of the following:
    
    201  C&G Federal Restricted  
    209  C&G Other Restricted  
    211  C&G Returned Overhead  
    212  C&G Residual Funds  

- Next, click on the Project link on the right side of the panel
  - This will bring you to the Projects Information panel

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Created in conjunction with Training & Development, Purchasing & Disbursement Services, and Information Systems

Revised July 27, 2004
The Projects Information panel will show six entry boxes. **Leave the last three blank.**

**PC Business Unit** - Project Costing Business Unit
**Project** - used to identify a specific budget for a contract, grant or capital project
**Activity ID** - used to identify the indirect cost rate and base for sponsored projects

For the **PC Business Unit**, in purchasing with grants, always enter "GRANT"

Now enter the **Project** number

TIP: Know the Project number before coming to this panel
You may also click on the lookup icon to verify this number.
The system will give you all the projects under the entered PC Business Unit.
Click on the "Description" link to display the list in alphabetical order.
Click on the link of your choice to enter the Project number into the Projects Information panel.

Now, enter the **Activity ID**

For Grants, the **Activity ID** will always be a "1"