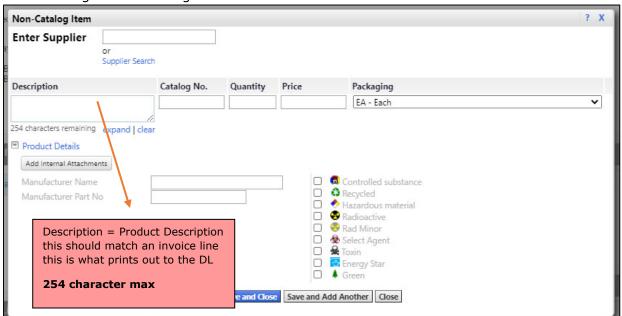
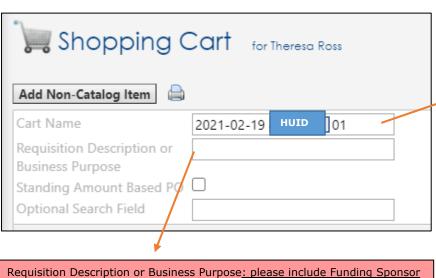
## When adding a Non-Catalog Item:



## When you Save and Close you get to the Shopping Cart page:



(i.e. NSF or NASA or STScI) & Nickname (i.e. common term that will help note that this is the correct fund being charged)

100 character max

**Comments**: 1000 character max plus attachments

## **HCO Sponsored Cart Naming**

**Convention**: for orders that contain HCO Sponsored expenditures (org: 31460), please include the PI Last Name after the date (i.e. 2020-11-18 SMITH....) so that it is clear which Research Administrator should take on that cart assignment. This naming convention should also be used when carts are split coded between HCO sponsored and any non-sponsored account as the assignment of the cart will still need to take place by a 31460 approver at some point in the approval flow.

If a cart does not contain any HCO Sponsored (org: 31460) charges, no cart naming convention is required (specifically HCO Non-Sponsored orgs 31450 and 31470 or Astronomy org 31430).

100 Character max