

## Documentation Essentials

When documenting your P-card transactions, here is a helpful checklist:

✓ **Is the document an *original*?** Acceptable originals are received via fax, mail and Email. Most purchases are made via the Internet. If an invoice/receipt is received via Email, please print it along with the Email to which the file was attached.

✓ **Does the total on the receipt *agree* to the charge on the card?** It should. If not, please ask the merchant to provide documentation that does agree.

✓ **Does the receipt contain *details* such as item descriptions, pricing, quantities and added charges (e.g., sales tax and shipping)?**

It should. If not, usually a quick follow up request of the merchant provides results. Today's technology often allows merchants to search their records for very aged payments made. When descriptions are not available, a print screen of the merchant's Internet details about the item may be printed and added to the file.

✓ **How was the *cardholder involved*?** When correspondence is not between the merchant and the cardholder, please document the cardholder's role in the transaction. This is to address the appearance of card sharing.

✓ **Was there a *thermal paper receipt*?** Thermal paper fades, hence a photocopy

should be made and included with the original.

Please contact us with any questions regarding this.

### Proper Approval



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It is important for purchases to be reviewed and approved for funding and business need. It is also necessary to assure that purchases made with a P-Card comply with program policy. An Approving Official conducts this review. This is an individual trained in the program. If, as an Approver, you need to delegate this review, please ensure that person has completed P-card training. We can confirm whether someone has been trained. We find that inappropriate approvals typically occur in the absence of the normally designated Approver.

### Best Practices... Documentation.

*Cardholders should retain packing slips for goods received and merchant confirmations of any orders placed.*

## **When Should I Pay Sales Tax?**

You probably know that UNL is sales tax exempt in Nebraska, but did you know UNL is also exempt in Florida, Illinois, Kansas, Missouri, North Dakota, Texas and Massachusetts? If possession of goods/services is taken within one of these states, no sales tax should be charged on the transaction. For example, John buys widgets from a California merchant, ABC Company, and those widgets are shipped to his office in Nebraska. No sales tax should be charged. However, if the widgets are shipped to California or Iowa, sales tax is allowed.

So it is important to know what is proper for your purchase. If an exemption exists, ask the merchant how it is honored so that no sales tax will be assessed on the purchase. If a merchant requires information and you are unsure what to provide, please let us help. Before leaving the store or as soon as you obtain your receipt, check for proper handling of sales tax. If improper, seek recovery as soon as possible. If you are unable to get the sales tax reimbursed despite your best attempts, document your good-faith effort on the transaction voucher. Approvers and Reconcilers should review paperwork for improper sales tax charges and related follow-up for credit. Reconcilers should not reconcile the original charge until recovery of sales tax is made or until it is documented that efforts to do so have been unsuccessful.

## **SAP Descriptions**

Reconcilers should use specific, lay-term descriptions for items purchased. Descriptions such as "supplies," parts," and "materials" are less than ideal. If a large volume purchase was made, describe high dollar items substantially representing the charge. Including business purpose is not a requirement within SAP.

### **Ponder This...**

*~Food is a grocery-related or human consumable item, including water and ice, used for any purpose. Permission must be obtained in advance to buy food using a P-card.*

*~40% of violations are for exceeding card limits. Do you know what your limit is?*



## **Card Security**

Never expose a full account number or CVC code information. Order forms and Internet print-screens of billing pages often contain this information. Mask this information completely. Permanent marker alone usually is not effective.