

P-Card Points to Ponder

University of Nebraska – Lincoln

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Policy Updates

The Purchasing Card Program policies have been updated and can be found on our [website](#). A complete review of **both** the University-wide and UNL campus-specific policies is strongly encouraged.

Cardholders should contact their business office to confirm departmental policies.

Significant updates include:

Food - Allowed for certain University purposes such as:

- Artist & Stage Supplies
- Camps
- Childcare Center Supplies
- Medical Purposes and Clinical Use
- Not for Human Consumption
- Public & Health Safety
- Resale
- Research & Lab
- Student Functions
- Teaching & Classroom Purposes

Improper Sales Tax – Recovery effort is required when the improper sales tax is in excess of **\$20**

Other **important** updates include:

- Further clarification on **documentation** requirements
- Role responsibilities
- Decline information

Tax Reminder

The University of Nebraska is only exempt from **state sales tax** in **Nebraska** and in the following states:

- Florida
- Illinois
- Kansas
- Massachusetts
- Missouri
- North Dakota
- Texas

All other taxes (e.g., VAT or foreign value-added tax) that vendors may charge are payable and allowed on the card.

Ordering: Contact Information

A campus e-mail, address and phone number must be used when making purchases for the University. This information ensures proper delivery and order documentation retention.



*Updated forms are available in [Sapphire](#):
Sapphire>Business
Forms>UNL>Procurement
>Purchasing Card*

Fiscal Year 2014 Stats:

- *Over \$17 million spent*
- *Approx. 64,000 transactions*
 - *Average transaction approx. \$270*
- *Over 1,300 active accounts*

[Website Update:](#)

*Now available:
Examples of allowed
and prohibited
purchases.*

Comment/suggestions:
pcard@unl.edu

<http://accounting.unl.edu/accounts-payable/purchasing-card-other-card-programs>
402-472-5613