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 polices 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