Controlled Items under $500

Reminder: The following items are now considered “Controlled” even if they fall below the $500 maximum amount. These items are in addition to the list of “Controlled” items you already have and are unallowable purchases with the procurement card.

Apple iPad
Samsung Tab
Motorola XooM
HP Touchpad

The $500 maximum amount for controlled items is specific to each item ordered and not to the total amount of the order. Example: A $500 TV is considered controlled. Three TV’s costing $200 each for a total order amount of $600 are not considered controlled because each TV cost less than $500. Also if an item is being given as a gift and not remaining the property of the University it is not considered controlled no matter what dollar amount. If you are purchasing a part for a controlled item, the part is not considered controlled. Only the item itself is considered controlled. When in doubt always ask.

P-Card Purchases with Amazon.com

As of July 1, 2012, Amazon.com has been implementing taxes on all purchases.

A blanket tax exemption form has been submitted to Amazon.com for Sam Houston State University. However, if your order is purchased and shipped from anyone other than Amazon.com LLC or Amazon Digital Services, per the Amazon website and staff, departments will have to submit to Amazon a tax exempt form for that particular purchase and then get a credit for the tax.

End of Billing Cycle

Expense Report Due Date

The billing cycle ends at midnight, July 3, 2012. All transactions for the billing cycle should have posted to your account by July 6, 2012. At that time you may begin generating your expense reports once all reconciliation has been done and approval has been obtained for your reconciliations from the P-Card Coordinator.

Do not delay turning in your expense reports for any reason. This will result in a three point assessment against your department’s card.

Expense Reports should be turned in to Accounts Payable or to the Procurement and Business Services Department by 5:00 p.m. on July 16, 2012 since the 15th of the month falls on Sunday. Starting in August all Expense Reports should be turned in to the Procurement Office, CHSS, Suite 452.

POLICY CHANGE

International transactions are no longer allowed at the request of the University Police Department. An Exception Request may be made if the vendor will not accept purchase orders.

End of Year Deadline

The P-Card can be utilized through the end of the fiscal year. Everything posted to your Transaction Summary through 5 September 2012 will come out of FY12 funds. Transactions that do not post prior to 5 September 2012, regardless of when you made the transaction, will be paid out of FY13 funds.

Most transactions take 3-5 days to post. This is not set in stone so make sure you press your vendor to run the transaction as soon as possible so the transaction will have time to post to your account before the year end deadline if funds need to come out of FY12.

Have questions, comments or concerns? Contact Kathy Roberts at 936-294-1991 or email PUR_KJR@shsu.edu.