

SHSU TAX EXEMPT STATUS

SHSU Tax Exempt ID #:

17460014305

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Office Depot Tax Exempt Identifier #:

37155544

Office Depot has assigned SHSU a tax exempt identifier number. You will need to use this number if you go to an Office Depot store to make a purchase.

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Walmart Tax Exempt Identifier #:

255131

- Purchases made locally, over the telephone, online, or through a catalog are **state sales tax exempt**.
- Request tax exempt status from the vendor **PRIOR** to making a purchase.
- If sales tax is inappropriately charged, it is your responsibility to request a tax credit. Write down who you talked to, when, and the outcome of the conversation. Include this documentation with your Expense Report using the *Documentation/ Problem Resolution* form.

FORMAL DISPUTES

Regarding P-Card Charges:

Contact the vendor first to see if the issue can be resolved. If the issue **cannot** be resolved, fill out a *Citibank Cardholder Dispute Form* and send to Citibank via fax or mail. Send a copy to Accounts Payable and the P-Card Coordinator. **Tax is not a disputable item.**

GIFT CERTIFICATES

are **not** allowable purchases with the P-Card.

GIFT PURCHASES

are allowable P-Card purchases with proper approval. Refer to Finance & Operations Policy FO-19 for gift buying guidelines. Don't forget to attach the FO-19A form to the Expense Report.

WHAT TO DO...

Lost/Stolen P-Card or Need to Report Fraud

Contact Citibank immediately to cancel the card:
1-800-248-4553

Contact University Police Department:
294-1794

Contact Kathy Roberts, P-Card Coordinator:
294-1991

SECURITY OF THE P-CARD

Delegates and/or authorized users are responsible for the security of the card. Guard the P-Card account number carefully. Keep the card in a secure location.

MISCELLANEOUS INFO

CONTROLLED ITEMS

(Specific equipment that has a value of \$500 - \$4,999.99)

Controlled items require a purchase requisition.

State Defined Controlled Equipment:

VCR/DVD players, stereo systems, televisions, 2-way radios, cam-corders, microscopes, microcomputers, servers, laptops, printers, data projectors, GPS, UPS battery backup, scanners, and monitors.

SERVICES

- Professional & Consulting Services are **not** allowable.
- Most other services are allowable if \$100 or less.
Examples include:
 - * Cleaning Services (727700)
 - * General Services (729900)
 - * Repair Services (736700)

FREE GIFTS/PROMOTIONAL ITEMS FROM VENDORS

You are not allowed to receive free gifts with purchases from the vendor; if you receive a promotional or gift item in error, return the item as soon as possible & ask the vendor to send you a revised invoice with the item deleted.



Sam Houston
State University

A Member of The Texas State University System

P-Card Survival Guide

Updated
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P-Card Coordinator:

Kathy Roberts

Phone: 294-1991

Fax: 294-1979

PUR_KJR@shsu.edu

**Procurement & Business Services
CHSS Bldg - Room 452**

MAKING A PURCHASE

- Determine if the transaction is an acceptable purchase.
- Determine if the transaction is within the department's spending limits. A transaction includes the purchase price, plus freight, and installation.
- Prior to the commitment of funds, **state law mandates** that the Delegate and/or authorized user verify the vendor's warrant hold status FOR ANY PURCHASE EXCEEDING \$150. Go to Taxable Entity Search at: <https://ourcpa.cpa.state.tx.us/coal/Index.html>
- Is it considered travel? **All travel related expenses** are strictly prohibited, with the exception of registration fees.
- Your SHSU Box number is your **billing address**.
- Provide detailed shipping instructions, including the building and room number where the delivery is to be made. **P-Card deliveries should not come through Central Receiving.** Request that the department's name and delivery address appear on all packing lists and box labels. This will help ensure that the shipment gets to the right person.
- Secure a receipt or invoice to fully document the purchase. Screen prints are acceptable for Internet orders as long as the pricing is reflected on the printout.

P - CARD FORMS

The following forms and documents can be found on the Procurement and Business Services web site under P-Card Information:

http://www.shsu.edu/~pur_www/pcard/index.html

- P-Card Policy/Guide
- SHSU Tax Exempt Letter
- Account Codes for P-Card Users
- Citibank Dispute Form
- Delegation of P-Card Authority Form
- P-Card Application Form & Instructions
- P-Card Documentation/Problem Resolution Form
- P-Card Exception Approval Form
- P-Card Requisition Form
- P-Card Use Form
- Request for Credit Limit Increases Form
- Transaction Log
- Food/Beverage/Award/Flowers/Promotional/Gift Items Request Form (FO-19A)

REASONS A PURCHASE MAY BE DECLINED

- Purchase amount exceeds your purchasing card limits. (i.e. per transaction limit or monthly limit)
- Card is inactive.
- Account number is entered incorrectly.
- Expiration date is entered incorrectly.
- Supplier is restricted – purchase may fall under an unauthorized Merchant Category Code (MCC). If the charge is an allowable expense, the P-Card Coordinator may unblock the MCC temporarily to accommodate the charge.

If you can't determine why your transaction is declined, contact Kathy Roberts, P-Card Coordinator, for help resolving the issue.

HUB VENDORS

State law mandates, on both state and local accounts, that SHSU make a good faith effort to increase business with Historically Underutilized Businesses (HUBs). HUBs may be searched at the State of Texas CMBL search site:

<http://www.window.state.tx.us/procurement/prog/cmbll/>

*For additional information about HUB vendors, contact:
Bob Chapa, HUB Coordinator, 294-4670, ric001@shsu.edu*

Below is a list of local HUB vendors:

Affordable Signs - Signs, banners, decals, promotional items
D.B. & J. A. Ward (dba Ward's Furniture) - furniture, flooring, appliances
HBI Office Solutions - Office furniture
Inscriptions of the Heart - gifts
Job Distributing, Inc. - Building materials, hardware, flooring
Lysander Element - Personal hygiene, medical, disinfectants, footwear, etc.
Lysander Wholesale - Plumbing & building supplies
Mary's Mailboxes, Etc. - Packing materials
McCafferty Electric Co. - Electrical supplies
Printer Cartridge Supply - Toner, drum, ribbon cartridges
Promoworld, LLC (dba Western Associates) - Promotional items
Quality Horse, Inc. (dba Frameworks & Gallery) - Art, antiques
Stewart's Garden Center - Retail garden center, landscape supplies
Reid Office Supply (dba G&B Promark) - Office supplies
Walker County Hardware - Tools, materials



MONTHLY EXPENSE REPORTS

SHSU's statement closing date will be the **3rd day of the month** or the **first business day before** if the 3rd falls on a weekend or holiday.

Please reconcile your account and send your Expense Report to Disbursements & Travel Services, Box 2185 (Accounts Payable) **no later than the 15th of the month.**

If the 15th falls on a weekend or holiday, the Expense Report will be due the next business day.

UPDATES/CHANGES TO THE P-CARD POLICY/GUIDE

Kathy Roberts will send out an email to all P-Card Delegates informing them of any changes/updates that are made to the P-Card Policy/Guide.

ACCOUNT CODES

The use of appropriate account codes is important.

Below is a list of frequently used codes:

720300	Registration for a staff member/webinars/seminars
721000	Fees of any kind
728100	Classified Advertisements
730000	Misc. Office Supplies/consumables
730300	Subscriptions/books/DVDs
731000	Chemicals (must be non-hazardous)
731500	Food, including candy & beverages (non-alcoholic) (Don't forget the FO-19A form)
733000	Small parts contained in a larger piece of equipment (e.g. hose for a vacuum cleaner)
733300	Shirts, Uniforms, Material
733400	Small Equipment less than \$5,000 (e.g. appliances, furniture, calculators, staplers. 3-ring binders)

Please go to the Procurement & Business Services website for a complete list of P-Card Account Codes:

http://www.shsu.edu/~pur_www/pcard/index.html