**SHSU Tax Exempt Status**

**SHSU Tax Exempt ID #:**
74-6001430

**Walmart Tax Exempt Identifier #:**
255131

**Office Depot Tax Exempt Identifier #:**
37155544

**Home Depot:**
Home Depot sets up each SHSU dept. separately as tax exempt.

- 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.

**Account Codes**
The use of appropriate account codes is important. Please go to the Procurement & Business Services website for a list of acceptable p-card Account Codes: [http://www.shsu.edu/~pur_www/pcard/index.html](http://www.shsu.edu/~pur_www/pcard/index.html)

**Gift Certificates**
Are **not allowable** purchases with the P-Card.

**Gift Purchases**

**What to Do When You Have ...**

**Lost/Stolen P-Card or Fraud to Report**
1. Contact Citibank immediately to cancel the card:
   1-800-248-4553
2. Contact University Police Department:
   294-1794
3. Contact Kathy Roberts, P-Card Coordinator:
   294-1991

**Declined Transactions - Possible reasons could be:**
- 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 cannot determine why your transaction is declined, contact Kathy Roberts, P-Card Coordinator, for help resolving the issue.*

**Disputes Regarding P-Card Charges**
1. Contact the vendor first to see if the issue can be resolved.
2. If the issue **cannot** be resolved, fill out a Citibank Cardholder Dispute form and send to Citibank via fax or mail.
3. Send a copy to Accounts Payable (Disbursements) and the P-Card Coordinator.

*Tax is not to be disputed through Citi’s formal dispute process. Cardholder must deal directly with vendor to ensure credit is received.*
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://europa.cpa.state.tx.us/coa/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. Attach the receipt/invoice to Expense Report. Screen prints are acceptable for Internet orders as long as the pricing is reflected on the printout.

MONTHLY EXPENSE REPORTS
SHSU’s statement closing date will be the 3rd day of the month or the last business day before if the 3rd falls on a weekend or holiday.

Please reconcile your account and send your Expense Report to Procurement, Box 2028, 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.

P-CARD FORMS/DOCUMENTS
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/pocard/index.html
• P-Card Policy/Guide
• 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)

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.

RECEIPTS
Receipts are required for ALL purchases. The receipt must show pricing/amount paid for purchase.
Types of documents that can be used as receipts include:
• Itemized register receipt
• Email payment confirmation with pricing from Vendor
• Print screen of order summary
• Priced and itemized invoice

If you do not have a receipt you must:
1. Contact the vendor to request a receipt. Using the Problem Resolution Documentation Form, document who you spoke to, when, and the conversation outcome.
2. If purchased online, sign-in and see if you are able to view order status and retrieve a receipt.
3. As a last resort, complete the Citi Formal Dispute form and send to Citibank. This must be done within 60 days of purchase.