Purchasing Card Policy Updates
March 2015

PCard Rebates
All Departments actively participating in the Purchasing Card Program are eligible for Purchasing Card Rebates. Rebates are distributed departmentally in late February and credited to department supply lines. Rebates must be used in the current fiscal year. Rebates are based on Department spending as a whole and calculated by spending percentages according to College usage. When the College spends or exceeds $2,500,000, a calculation is done to estimate per Department spending. Each Department will be notified of any rebate by the PCard Program Administrator. Please remember, rebate money will vary from one Department to the other.

Department Sponsored Events
Employees should not register for department sponsored events using the PCard. Contact the sponsoring department to coordinate a budget transfer. Questions regarding the budget transfer process may be directed to the Business Office at businessoffice@etown.edu.

Receipt Documentation Essentials
When documenting your PCard transactions, here is a helpful checklist.

Is the document an original?
Acceptable originals are received via fax, mail and email. Most purchases are made via the internet. If an invoice/receipt is received via email, print it.

Does the total on the receipt agree to the charge on the card?
If the total does not match, ask the merchant to provide documentation that does.

Does the receipt contain details such as item descriptions, pricing, quantities and added charges (e.g., sales tax and shipping)
If not, follow up with the merchant. Today’s technology often allows merchants to search their records for old payment information. When descriptions are not available on the receipt, write a brief description on the receipt itself. If a receipt is lost or was not provided, a Missing Receipt form is required in lieu of the original receipt.

Sales Tax
The College is exempt from PA sales tax. The sales tax exemption identification number is imprinted on the face of every PCard. In addition, a reduced size sales tax exemption certificate will be issued with every card for merchants who request to see it. However, it is the cardholder’s responsibility to make sure the College is not charged sales tax on purchases. If you’ve been charged sales tax, contact the vendor directly for a credit to your account. If the merchant is unwilling to issue a tax credit, be sure to document your attempts and include the documentation with your monthly statement. If you are traveling and making a purchase with your Purchasing Card, we may or may not be exempt on purchases originating from other states. The Business Office has a list of tax exempt letters we have on file for the other states. Also note this exemption only applies to state taxes. We are still required to pay local, city, and federal taxes.

State Tax Exemptions (Conferences & Hotel):
- Florida
- Maryland
- Massachusetts
- New York
- Ohio
- Pennsylvania
Fiscal Year End Purchasing & PCard Allocation

The fiscal year cutoff for charges to the current fiscal year is June 30. Purchasers should never wait until the final week of a fiscal year before ordering goods or services and, in fact should have all purchase activity complete by the first of June.

PCard transactions that post in ActivePay prior to June 26 will be part of the current fiscal year. PCard transactions that post in ActivePay after June 26 will be considered a 2015-2016 purchase.

- The Business Office will not reallocate PCard transactions between two fiscal years.
- Placing PCard orders prior to June 21 or paying for items via a check request is advisable to ensure items are posted to the correct fiscal year.

June PCard Allocation

June PCard transactions must be allocated, reviewed and closed in ActivePay no later than July 8. If you have any questions, please contact Tiffany Wells at extension 1575 or email wellst@etown.edu.

Contacts

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<tr>
<th>Purchasing Office</th>
<th>Purchasing Office</th>
<th>Accounts Payable</th>
<th>PNC Bank Customer Service</th>
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<tbody>
<tr>
<td>Tiffany Wells</td>
<td>Melissa Gruber</td>
<td>Brenda Landvater</td>
<td>(800) 685-4039</td>
</tr>
<tr>
<td>X1575</td>
<td>x1186</td>
<td>x1214</td>
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<tr>
<td><a href="mailto:wellst@etown.edu">wellst@etown.edu</a></td>
<td><a href="mailto:gruberm@etown.edu">gruberm@etown.edu</a></td>
<td><a href="mailto:landvabj@etown.edu">landvabj@etown.edu</a></td>
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