

TOOELE TECH State of Utah Purchasing Card (PCard) Procedures for Card Holders:

Approval: Supervisors will provide direction to those who receive a State of Utah Purchasing Card (PCard) relative to purchase type, amount and limits that have been placed on the card. All purchases must be within budget limits, unless pre-approved otherwise. PCards originally requested through the Vice President Operations & Finance.

Purchasing Card Policy (01-05) & Purchasing General Policy (01-00): – All Card Holders are required to review these Policies. Policies are located on the college website (under Policies in Finance).

P Card Log: - Use a log to keep track of all Credit Card purchases as they occur. The form works as a great reference when you have to complete the end of month statement which Finance provides electronically. Be specific in your notes regarding the purchase, especially if the item(s) purchased will be used for an event, specific project, etc. The Finance Department relies on the detail to accurately code purchases.

Security: - Keep the PCard safeguarded. Only the card holder may use the assigned card, do not give it to other employees or people to use on your behalf. If you notice or receive notifications of fraudulent uses, contact Finance Department immediately. Also, call the 800# on the back of your card and notify them of the same issue.

Original receipts – Original receipts "with detail" must be kept in the card holder's possession to be turned in with the monthly billing. This includes food/meals, where the detail of what was ordered and received must be included on the original receipt. The receipt with only a total charged is not acceptable proof of the charge.

Tax Exempt Form – This form is provided by Finance Department. BEFORE going to a cashier, be sure the vendor will honor "no sales tax" for TOOELE Tech. Use this form for all purchases; no sales tax should be paid by Tooele Technical College. This includes "online" sales as well.

Vendor Special Tax Exemption process/forms: There is a "different" Tax Exempt" number or procedures for certain Vendors so before you purchase, please check with Accountant Fiscal Services if you are not sure what they require ...for example:

***Walmart requires that you take a current tax exemption form "in advance" to the customer service desk and they will issue you a Walmart exemption number;

***Home Depot requires their Tax Exempt number and can be obtained from Accountant Fiscal Services

***Macey's Foods and Cal Ranch needs to be told "before" the sale begins at the Cash Register that you are a Tooele Tech employee and show the Tax Exemption form.

Monthly Invoice from State of Utah - The Accounting staff, will notify each card holder electronically of the monthly invoice and provide guidance on how to respond so that the invoice is paid in a timely manner.

Part Time and Substitute Instructors - These Instructors should coordination with the Full Time Employees, Program Coordinators and/or Vice President of Instruction who have been issued a Pcard for purchases needs.

REMINDERS & TIPS:

--If you are expecting any item to be delivered, ensure the "shipping label" clearly states your name. Otherwise when it is received at the college, the Purchasing Agent will not know who to notify that it has been delivered.

--All items "delivered" and received by the PCard holder must have a "signed and dated" packing slip included with the Original paid credit card receipt turned in with the monthly billing statement. If no packing slip is included, make a copy of the shipping label and SIGN IT.

--PCard usage is not meant to replace or avoid the normal business purchase procedures for the Campus (Requisition Form and Approval process).

T – Tax – we are exempt from Sales Tax, please do not pay sales tax

A – Approve – discuss purchase expectations and limitations with your management "before" purchasing

T – TAG – there may be a "rare" occasion to purchase an item needing a Fixed Asset Tag – this must be clearly written on the monthly invoice to let Finance Department know about the purchase in order to facilitate tagging and asset inventory.

C – Contracts – State of Utah has contracted with many vendors to obtain favorable pricing and usually no sales tax/no shipping. Contact Accountant for details.