



P-Card Connection

The Purchasing Card Quarterly Newsletter

P-Card Numbers for 2011:

560—Cardholders

36,218—Number of Transactions

\$450—Average amount per transaction

\$16,294,658—Total spend for 2011

Statement of Account:

- The Statement of Account needs to be submitted even if there is only a credit showing.
- Make note on the Statement of any sales tax you are working on getting a credit for, but haven't received yet.

PaymentNet Pass Phrase:

- Having trouble signing in, don't remember your Pass Phrase? The P-Card Staff can reset it.

Purchasing Card Staff:

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January 2012 Issue 4

2012 P-Card Calendar

The 2012 P-Card Calendar is now available on the Purchasing website: <http://und.edu/finance-operations/purchasing/purchasing-card.cfm>

Online P-Card Training

New cardholders may now take online training via Blackboard instead of attending face-to-face training. The training takes about 30 minutes to

complete and ends with a short quiz that must be passed.

Transferring to Another Division or Termination of Employee

If a Cardholder's employment is terminated with UND or if a Cardholder transfers to another department within UND, the Cardholder must email the Purchasing Card Administrator and their

supervisor to cancel their Purchasing Card. The canceled card needs to be given to their supervisor; the supervisor is responsible for shredding and disposing the card.

Software

If you plan on making a software purchase using your P-Card, check the Software Purchase Policy to see if your software is an allowable purchase. <http://und.edu/cio/policies.cfm>

Sales Tax

UND is tax exempt. You can find the tax exempt number on the top of each card, which is E-2001. Some tips to avoid sales tax being charged on your P-Card:

In-Store Purchases:

- Prior to making the purchase, notify the clerk that the purchase is tax exempt
- Verify that no sales tax was charged on your receipt prior to leaving the store

Telephone Purchases:

- Prior to making the purchase, notify the vendor that the purchase is tax exempt

Online Purchases:

- "University of North Dakota" should be on the first line of the "Bill to Address".
- Utilize higher education links (Example: Dell) whenever possible.
- When not utilizing a higher education link, watch for a check box to indicate the purchase is tax exempt and utilize this option before completing the purchase.

Review all receipts/invoices after a purchase verifying no tax was charged.

What to do when sales tax has been charged?

- If tax was charged, contact the vendor immediately for a refund to your credit card. The cardholder is responsible for getting the tax refunded. Document on the receipt/invoice the date the vendor was contacted.