

## P-Card FAQ

### **Can my P-card be used for travel expenses and parking?**

Only conference registration may be paid with a P-card. No other travel expenses are allowed.

### **What about sales tax?**

CSU is a tax-exempt University and purchases, even those made online, should be tax exempt. The tax exemption number is embossed on the P-cards, #98-02381. If tax is mistakenly charged, the cardholder should contact the vendor to have the tax credited.

An exception would be if you are working in another state and make a purchase, tax could be charged on items purchased in that state. Refer to the Tax Service website for further information, <http://busfin.colostate.edu/Depts/TaxSvcs.aspx>. Then click on Paying Sales Tax: Purchase Exemptions.

### **What if more than one account number is involved?**

Invoices can be allocated to more than one account. List each account number and amount to be charged.

### **What if my purchase exceeds the \$3,000 limit? Can I split the cost between two invoices or with another PI?**

Splitting purchases in order to circumvent the purchasing process is strictly prohibited. If the cost is over \$3,000.00 in goods or services, a quote from a vendor is needed in order to process as a requisition or purchase order in Quali.

### **Can I use my P-card with a Quali vendor?**

P-cards are intended for small dollar, non-recurring purchases when the use of a Quali Shop Catalogs vendor or disbursement voucher is not viable. CSU receives discounts from many vendors in Quali which helps to keep costs lower.

### **May I share my P-card with other members of our lab?**

P-cards are to be used by the cardholder only and not shared with others.

### **Tip calculation:**

Tips should be calculated based on the pre-tax amount and should not exceed 20%. However, if due to rounding to the next whole dollar, the percentage is slightly higher than the 20% threshold, it is allowable. For example, if 20% is \$10.88 of the pre-tax amount, and the individual rounds up to \$11.00, even though it is above 20%, this is reasonable rounding and is permissible.

### **What if I lose my P-card?**

Call JP Morgan Chase, (800) 315-6056, and report the card as lost. They will need the last 4 digits of your CSU ID number in order to access your account.

### **What if I lose my receipt?**

Please use the Certification of Lost/Unavailable P-card Documentation form found at <http://www.purchasing.colostate.edu/pcard/pcardform.aspx>.