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](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 Kuali.

Can I use my P-card with a Kuali vendor?
P-cards are intended for small dollar, non-recurring purchases when the use of a Kuali Shop Catalogs vendor or disbursement voucher is not viable. CSU receives discounts from many vendors in Kuali 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](http://www.purchasing.colostate.edu/pcard/pcardform.aspx).