



The P-Card Digest

January 2012
Volume 2 Issue 1

University of Alabama-Huntsville, 301 Sparkman Dr., Huntsville, AL 35899
www.UAH.edu Pcard@uah.edu

Letter from the Procurement Card Team:

Welcome To the Second Issue of the P-Card Digest. Each year, the digest will cover various topics relating to the Procurement Card Program. The digest will be beneficial to those already active in the Procurement Card Program, but it may encourage the participation of those currently not involved in the program. We welcome any feedback you may have about this digest or any other Procurement Card Issue.

Enjoy!

INSIDE THIS ISSUE

- 1 Just To Mention
- 2 Cardholder Tips
- 3 State Sales Tax? NO!
- 4 Grant vs. State Card
- 5 Reconciler of the YEAR

Just To Mention

We will post here recent news and announcements pertaining to the P-Card procedures, policies and initiatives. Key policy and procedure changes will also be communicated to the University community via targeted email messages.

View Procurement Card Policies and Procedures @ www.uah.edu/admin/bussvcs/pcard.html

*The Quick Reference Guide contains a list of what is **'allowed'** and **'not allowed'** to be purchased with the P-Card.*

When you don't know which way to turn, we're here to point you in the right direction.

*For contact information, please see **Program Contacts** below.*

"When you don't know which way to turn, we're here to point you in the right direction."

Program Contacts: Demetrice Mitchell--Sr. P-Card Coordinator, x1863, mitched@uah.edu
Printess Pickens-----Program Coordinator, x6515, pp0001t@uah.edu

Cardholder Tips



“Be suspicious of emails requesting account information”

- Do not provide your individual account number to a merchant to keep on file unless approved to do so
- Contact Bank of America Fraud team (1-866-329-6262) prior to international trips and provide alternate contact phone number as needed
- Be suspicious of emails requesting account information, account verification or banking access credentials.
- Create strong passwords with 10 characters minimum
- Require that passwords have a combination of alpha and numeric characters, change passwords frequently
- Verify that the website is secure (“https” appears in the address window).
- Avoid using an automatic login features that save usernames and passwords for online banking.



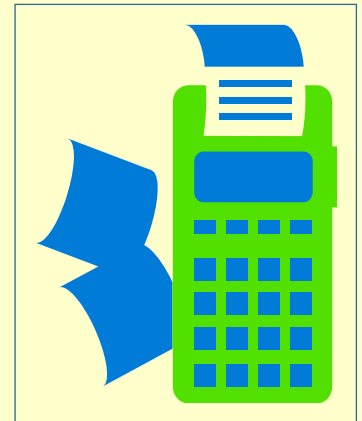
State Sales Tax? NO!

When utilizing the P-Card you must keep in mind that purchases should be Tax Exempt. The Tax Exemption applies to State Sales Tax mainly in the state of Alabama. In the state of Alabama, university related purchases should be Tax Exempt. This means that all In-State purchases on the P-Card should **not** include sales tax.

In certain situations and locations sales tax exemption may not be accepted. This usually involves locations outside of the state of Alabama and specific vendors types such as; Gas Stations, Airlines, and Hotels.

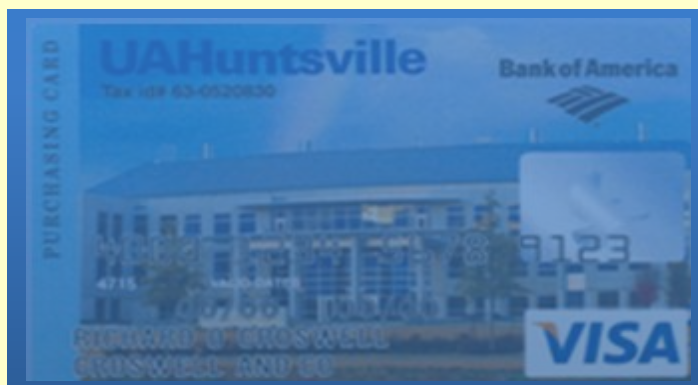
When purchasing commodities online, be sure to verify that no Tax will be applied to the order.

In all situations, it is the cardholder's responsibility to inform the vendor prior to purchase that the transactions should be Tax Exempt. The university's Tax Exempt number is located on the front of the P-Card and Procurement Services has laminated copies of the Tax Exempt certificate available by request.



NO STATE SALES TAX!!!

“It is the cardholder's responsibility to inform the vendor prior to purchase that the transaction should be Tax Exempt”



Grant vs. State Card

1. Similarities:

The Grant P-Card is very similar to the State P-Card in the fact that it can be used to easily procure commodities quickly and efficiently. Both cards are very convenient for Travel and are accepted globally by vendors.

2. Differences:

The major difference between the Grant P-Card and the State P-Card is that the Grant P-Card is used specifically for Research accounts and the State P-Card is used for State accounts. When utilizing the Grant P-Card, an OSP approval request is required prior to purchasing. When using the State P-Card, no prior approval is necessary.

3. Benefits of Both:

Both cards are accepted anywhere VISA is accepted and can be used for online purchases. Both cards provide the convenience and ease of use as a credit card. Both cards are managed via WORKS.



****Top 3 RECONCILERS OF THE YEAR****

- 1. Sharon Casto (Athletics)**
- 2. Teress Brown (Research Institute)**
- 3. Tammy Thorton (OIPS)**

