P-Card Q&A

What is the purpose of the P-Card?
The P-Card is issued to authorized university employees and is to be used solely for university business-related purposes. P-Cards are approved primarily for university business travel and hosting. The P-Card may also be used to purchase small dollar supply-type items if: (1) the items are not available from a U-M strategic contract or internal service provider, and (2) the purchase is necessary to the mission of the unit and there is no other reasonable purchasing method available.

Who is eligible for a P-Card?
University units determine which of their faculty and staff may be eligible for a P-Card. Recommended criteria for determining eligibility include:

- Faculty and staff who conduct frequent business travel or business travel of an extended duration
- Faculty and staff engaged in business hosting, recruitment, and development activities
- Faculty and staff who frequently need to buy small dollar supply-type items that are not available from a U-M strategic contract or internal service provider, and when there is no other appropriate purchasing method available.

What if we need a P-Card only occasionally?
If P-Card use will be infrequent, Procurement Services can help. There may be other options available for your purchasing needs in lieu of a P-Card. Before applying for a P-Card, review your options by contacting the Travel and Expense Team via email to travelexpense@umich.edu or call (734) 764-8212.

Concur Quick Tip

You can help reduce costs to the university and the administrative burden on the approver by submitting only one (or at most two) expense reports each month by following these simple steps:

1. Create an expense report and continue to add transactions to it throughout the month.
2. Submit the report at least 5 business days before the end of the month to allow time for the approver to review/approve the report and audit to be completed.

Note: Out-of-pocket business expenses can be submitted more frequently to ensure timely reimbursement to the employee. But when possible, combine these expenses into a single report.
Avoid Paying Sales Tax for U-M Purchases

P-Card holders and others who purchase items on behalf of the university should avoid paying sales tax. University purchases are exempt from the payment of Michigan sales tax, and several other states also allow this exemption. The U-M Tax website (http://www.finance.umich.edu/tax) has information on exemption certifications for other states.

Things to Know:

- The university’s exemption may not be used for personal purchases.
- The P-Card is embossed with the university’s tax exemption identification number. The words “University of Michigan” are displayed on the face of the P-Card, along with the words “tax exempt”.
- Some merchants may request a copy of a document describing the university’s sales tax exempt status (the Michigan Sales and Use Tax Certificate of Exemption). This document can be found on the Procurement Services website under Forms.
- Be sure to reference the university’s tax exempt status when placing phone or online orders.
- If a merchant does not honor the exemption, the entire transaction may be considered a business expense (i.e., in this circumstance the sales tax is not considered a personal expense).

Take Advantage of U-M Printing Services’ New Competitive Pricing

U-M Printing Services has acquired a new Canon 7010 VP Digital Press, and can now offer customers advanced printing options and competitive pricing. Create your customized pieces—business cards, letterhead, booklets, postcards, flyers, and more—from many printing options, including:

- Standard and recycled stock
- Paper weights from 16 pound up to 140 pound
- Paper sizes as large as 13x19 inches
- Four color print
- Binding, including saddle-stitch
- Duplex, stapling, collating

To learn more visit the Printing Services website at http://mbiz.bf.umich.edu/printingsvcs/index.htm

Before traveling on university business, visit the U-M Tax website to obtain exemption certifications for other states.

Find Upcoming Events on page 3...
Upcoming Events for Fall 2012: Procurement Services Customer Forums

We invite you to attend a customer forum to hear about procure-to-pay topics including P-Card and Travel & Expense best practices, strategic sourcing, and more. **Registration is not required.**

**Tuesday Nov 6 (Medical Campus)**
9:30-11:00am
Palmer Commons Forum Hall

**Wednesday, Nov 14 (North Campus)**
1:30 – 3:00pm
NCRC Building 10 Research Aud.

**Thursday, Nov 15 (Flint Campus)**
9:30 – 11:00am
Location TBD

**Thursday, Nov 29 (Dearborn Campus)**
9:30 – 11:00am
Kochoff Hall A

**Monday, Dec 3 (Hospital)**
1:30 – 3:00pm
Ford Auditorium

**Friday, Dec 7 (Central Campus)**
1:30 – 3:00pm
Rackham Amphitheatre

The Forum Schedule is also available on the web at:

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**Contact Us**

(734) 764-8212  
procurement.services@umich.edu

Website Resources  
**Procurement Services**  
**Travel & Expense**  
**News & Events**

Find Systems Training Resources at  
MyLINC via Wolverine Access  
[https://wolverineaccess.umich.edu](https://wolverineaccess.umich.edu)

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Do you need to find a forum location for the Ann Arbor Campuses?

Building and parking maps are available online at the U-M Parking & Transportation website:

[http://pts.umich.edu/maps/](http://pts.umich.edu/maps/)