

Business Administrative Services

Includes the Offices of: • Accounts Payable • Payroll • Bursar • Accounting • Budget

Spring 2021

Issue 7

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Travel Update

Travel for in-person professional development conferences and events may resume at the end of the spring semester, May 15, 2021.

Order your PCard at least 30 days prior to traveling, since it may take up to 30 days for your Pcard to be received from the time you submit your application. Obtain your application here,

<http://inside.collin.edu/businessoffice/PDFS/P>

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[Card%20Enrollment%20Request%20Form%20-%20CWID%20-%20fillable%20form.pdf](http://inside.collin.edu/businessoffice/PDFS/P-Card%20Enrollment%20Request%20Form%20-%20CWID%20-%20fillable%20form.pdf)

complete form in its entirety, and email to pcard@collin.edu.

Once your card has been received, the PCard Coordinator will reach out to you to schedule a virtual training.

PCard Purchases

The PCard does not replace using a Purchase Order. The PCard should be used when a Purchase Order is not available and approved by your manager. PCard purchases should be your last resort.

The PCard is typically utilized for the following items:

- Memberships
- Registrations
- One time purchases not available through a contract

Examples of prohibited PCard purchases are as follows:

- Personal Charges
- Items available through a contract in CougarMart, such as office supplies. Refer to Purchasing for a complete list of contracts
- Purchases at Home Depot, Lowe's, eBay, Amazon, and Craigslist
- Computer Equipment and Accessories
- Gasoline for vehicles – except for rental cars
- Automotive Service Repair
- Capital Equipment
- Cash Advances
- Gift Cards
- Flowers or Gifts to individuals
- Software Licenses
- Maintenance Agreements for service
- Medications and Medical Supplies
- Printing (used for design work, printing, typesetting, binding, logos, College seal, t-shirts, etc.)

For a full list of prohibited items please refer to the PCard Procedure Manual on CougarWeb.

My Workplace > Business Administrative Services > Purchasing > PCard > PCard Manual

http://inside.collin.edu/businessoffice/PDFS/P-Card%20Procedure%20Manual_v7.pdf

PCard Reconciliation

- Travel expense reports should be submitted within 5 days after traveling.
- Non-travel expense reports should be submitted within 5 business days after the 28th.
- Report name should be the current month and year – *April 2021*
- Verify the Index in your Report Header is the correct org to be charged.
- Attach your monthly statement to your report. Access your monthly statement at:
<https://smartdata.jpmorgan.com/stat/c/public-portal-ui/login-signin-component?invalidLogin=true&cobrandHost=chase>

Staff Meeting Food Expenses

The Staff Meeting Reimbursement Form, provided in CougarMart under Check Request, is used for reimbursement of staff meeting expenses. The form should also be used for reimbursement of advisory meeting expenses, workshops, etc. involving employees and non-employees where meals or refreshments are provided.

- Departments requesting catering services for District events should contact America to Go. Information about America to Go can be found on the Auxiliary Services page of the Business Administrative Services intranet site. If America to Go is not able to accommodate a catering request then an outside vendor/caterer may be used.
- Meal reimbursement cannot exceed the Texas per diem rates amount per person for meal: **\$18 Breakfast, \$20 Lunch, \$28 Dinner.**
- A list of all staff attending the event must be included with the Staff Meeting Reimbursement form. Attach an event flyer to the form for a function open to the student body or general public.
- Meal reimbursement cannot be made through petty cash
- The Staff Meeting Reimbursement form must be approved by the appropriate Organization Manager, Dean, Associate Vice President or Vice President.

Tax Exemption

Collin College is exempt from paying sales tax. Please utilize one of the following tax documents when using your PCard to make purchases. The tax-exempt card or the tax-exempt certification form on CougarWeb, <http://inside.collin.edu/businessoffice/pdfs/Sales%20Tax%20Exempt%20-%20Signed%20by%20CFO.pdf>, should be used for all purchases.

COUGARWEB > MY WORKPLACE > ADMINISTRATIVE SERVICES > ACCOUNTS PAYABLE > FORMS

Texas Sales and Use Tax Exemption Certificate

Seller _____

The undersigned purchaser hereby certifies to the above seller that the tangible personal property purchased on each purchase, unless otherwise specified, and until this notice is revoked by us in writing, is exempt from the Texas Sales and Use Tax for the reason that such tangible personal property is purchased for resale, renting, leasing, or some other exempt purpose.

The undersigned purchaser further certifies that the tangible personal property purchased will be used in a manner or for a purpose which entitles the seller to regard the receipts from the sale as exempted from the Texas Sales and Use Tax. The undersigned purchaser further certifies that he will assume liability for payment directly to the state of Texas of the tax if he uses or consumes the property herein purchased in such a manner to render the sale subject to tax.

Tax ID Number 1-75-2037156-2

College Collin County Community College

Signature _____

Month	Day	Type of Training	Time	Location
April	04/16/2021	Concur Request	9:00-10:00	Virtual
	04/16/2021	Concur Travel Expense Report	10:00-10:00	Virtual
	04/23/2021	Concur Request	2:00-3:00	Virtual
	04/23/2021	Concur Travel Expense Report	3:00-4:00	Virtual

To reserve your space in a virtual class, please RSVP to acctspayconcur@collin.edu. In the subject line put "Virtual Training". Once your RSVP is received, you will receive the virtual training link.