

Inter-Office Memo

The Southern Baptist Theological Seminary

To: Budget Managers and P-Card Administrators

From: Andy Donahou, AVP of Business Affairs

Date: August 26, 2011

Subject: Procurement Card allowances



Business Services is expanding the authorized use of procurement cards to include more allowable purchases. This change will (1) reduce the number of business expense reports you are required to submit, and (2) decrease the amount we pay in sales tax.

Here are several substantial changes that should take place immediately within your departments:

1. Any departmental invoice that is processed through a check request, should be paid through the p-card, if the vendor allows. This will enable departments to make faster payments, reduce paperwork, and improve logistics. (NOTE: This excludes payments toward capital projects. The Accounting Office must document and capitalize these items as required by GAAP.) The procurement card policy has been updated to reflect this. If the vendor does not allow credit card payments, the department should send the expense/invoice through the check request process.
2. Purchases over \$2,500 are allowable on the procurement card as long as the procurement card administrator obtains 3 quotes and an itemized receipt. If the item is provided by a sole-source vendor, the "No Bid Justification Form" found on Inside SBTS must be completed and attached with the itemized receipts.
3. All local errands for supplies should be charged to the procurement card, rather than filling out a business expense reimbursement form. The procurement card administration should advise all faculty and staff in their area, at the time of checkout that taxes are not to be paid to the card. The employee with the card should tell the vendor this ahead of checkout.

It is always good practice to provide individuals with a tax-exemption certificate when making purchases. This certificate is attached. (NOTE: out-of-town business trips cannot be charged to the procurement card. All Seminary travel and travel related expenses must be handled through Concur Travel and Expense.)

NOTE: For local business meals that are charged to the procurement card, please have faculty/staff fill out the attached form that is to be attached to the receipt and reconciliation process.

4. The Seminary does not reimburse for personal mileage for local errands (within the Louisville Metro area).



PROCUREMENT CARD FOOD PURCHASE FORM

DATE OF EVENT: _____

REQUESTING INDIVIDUAL: _____

DEPARTMENT: _____

RESTAURANT/VENDOR: _____

LOCATION OF EVENT: _____

NAMES and TITLES OF PARTICIPANTS

** If more than 5 people were present, give a general description of who attended the event with the name or names of the people leading the event.

1. _____
2. _____
3. _____
4. _____
5. _____

PURPOSE OF EVENT:

APPROVALS:

Signature of Requesting Individual (Employee)

Date

Signature of Department Head/Next Higher Administrator

Date

F-262

Exemption Number

The Southern Baptist Theological Seminary

Name of Exempt Institution

Important—Certificate not valid unless completed.

PURCHASE EXEMPTION CERTIFICATE

Check Applicable Block

Blanket

Single Purchase

I hereby certify that Southern Baptist Theol. Seminary is a Kentucky resident, nonprofit educational, charitable or religious institution, or Kentucky historical site, located at 2825 Lexington Rd Louisville, Kentucky and that the tangible personal property or services to be purchased from _____

Name of Exempt Institution

Address

Name of Vendor

Address

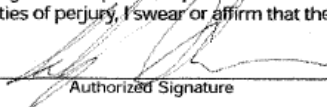
will be used solely within the exempt function of a charitable, educational or religious institution, or historical site.

Description of property to be purchased: _____

In the event that the property purchased is not used for an exempt purpose, it is understood that I am required to pay the tax measured by the purchase price of the property.

Any official or employee who uses this certificate to make tax-free purchases for his own personal use or that of any other person will be subject to the penalties provided in KRS 139.990 and other applicable laws.

Under penalties of perjury, I swear or affirm that the information on this certificate is true and correct as to every material matter.



Authorized Signature

Andy Donahou, AVP for Business Affairs

8/1/11 – 7/31/2012

CAUTION TO SELLER: This certificate cannot be issued or used in any way by a construction contractor to purchase property to be used in fulfilling a contract with an exempt institution. Sellers accepting certificates for such purchases will be held liable for the sales or use tax.

DEPARTMENT OF REVENUE
Frankfort, Kentucky 40620

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