

Purchasing Department Newsletter

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<http://www.purchasing.iastate.edu>

Did you know.....that purchase orders and their attachments like PSAs, quotes, and agreements, are available online?

Departments may access copies of their orders and associated documents in the requisitioning system under the **All Reqs** section and in the **Image -PO** system under the Access Plus U-Business tab. To access the PO documents under All Reqs simply click on the PO number link in the **All Reqs** browse. To find the PO and documents in **Image - PO**, type the PO number in the search box (no spaces or dashes) and it will bring up any associated documents. For any help or questions on how to retrieve documents in either of these ways contact the purchasing help desk at 4-4860 or purchasing@iastate.edu.

Sales Tax Exemption Certificate

Did you know that the Iowa Sales Tax Exemption form is no longer available on the purchasing website? The purchasing department will complete the form and send it to the vendor for you. Departments should email Tisha Campbell (tishac@iastate.edu) with the following information:

- Vendor name and address
- Description of purchase
- Vendor fax number or email address

Purchasing card common errors

The following are the most common restricted items purchased in error on the purchasing card:

- Using the p-card for printing and/or photocopying. Board of Regents policy requires that all printing and photocopying be done on campus by printing services and the copy centers.
- Using the p-card for postage. Board of Regents policy requires postal and parcel services to be utilized for all campus mailings. FedEx, UPS and other delivery services are available through postal and parcel services as well. Exceptions might include mailing items while employees are in the field or purchasing stamps when necessary.
- Using the p-card for employee travel expenses. All employee travel expenses are restricted on the p-card, including hotel rooms, meals while in travel status, wireless internet service, parking at the airport or a parking garage (even when you are picking a guest up), car rentals and gasoline or fuel. The university considers travel expenses to be personal expenses which are reimbursable.
- Using the p-card for services. Services of any type are restricted on the p-card even if the charge is small. Services may have tax issues or agreements that may need to be reviewed by the purchasing department. Contact purchasing for issues regarding services to find the best procurement method.

If you have questions, contact the purchasing help desk at 294-4860 or pcard@iastate.edu.

This newsletter has been sent to members of the Purchasing Information Network. Please feel free to post and distribute this newsletter to appropriate people in your department.