

General P-card Usage Info

- All receipts must be itemized per State and University policy
- FHSU is tax exempt
 - Tax exempt certificates can be requested/obtained from the Purchasing Office
 - Lodging in Kansas – State Tax Exempt certificate and the Kansas Department of Revenue ST-28H Sales and/or Transient Guest Tax Exemption Certificate are required to be presented to the lodging establishment.
 - If tax is charged you will be required to obtain a refund/credit from the vendor (\$5.00 or greater)
- P-card statements end on the 14th of each month
- Accounts Payable will send out an email the day after the statement ends letting you know – your monthly limit will automatically reset the day after the statement ends
 - Deadline of 5 business days will be given to get your p-card verifications done
 - Make sure to give your receipts to your admin assistant ASAP!
 - If receipts/p-card verifications are not done within the 5 business days, repercussions will be issued (i.e., p-card temporarily inactivated)
- Each charge you make on your p-card will come to you for approval as the cardholder
 - Check your Workday inbox regularly!
- If fraudulent activity is suspected on your p-card, UMB, our p-card servicer, will call the cardholder directly to verify recent charges. UMB will ask for your last four digits of your SSN, but as a FHSU p-card cardholder you should give them the **last four digits of your Workday Employee ID** (found in your Workday profile).