Procurement Card Tax Update Matrix

Scenarios		Sales Tax Collected	Tax Applicability
Receipt	**Items**		Procurement Card Tax Paid to Supplier
Tax + No Tax	**Taxable + Non-Taxable**	✓	Non-Taxable
Receipt	Items		
Tax	Taxable	✓	Procurement Card Tax Paid to Supplier
Receipt	**Items**		
No Tax	**Non-Taxable**		Non-Taxable
Receipt	Items		
No Tax	Taxable		Taxable
Receipt	**Items**		
***Tax**	**Non-Taxable**	✓	Procurement Card Tax Paid to Supplier
*P-Card holder needs to contact the supplier and request a refund for all line items that were charged taxes when the items are non-taxable.			
Receipt	Items		
Not your Usual Sales Tax	Taxable	✓	Non-Taxable

P-Card Holder/Verifier – *Submit a ticket for all P-Card transaction before the end of the month where the Extended Tax Amount states $0 collected but the receipt shows a tax collection. If you do not do this, then your budget will be charged twice for the tax amount when purchasing services reviews your P-Card Transactions!*

Information can be found under credit card transaction details (twinkie...), don't submit tickets for transaction that are not part of your usual sales tax.