

## Northern District Travel Reimbursement Best Practice

### Application

This best practice applies to purchase card pre-approval procedures for all VCE Northern District (ND) employees.

### Best Practice

It is the best practice of the ND and its offices to follow University/Office of The Controller and VCE purchase card policies and procedures.

### Purpose

This best practice provides uniform guidelines for blanket purchase card pre-approvals.

### Authority

- [Virginia Tech Procurement – University Issued Purchasing Credit Cards \(P-Cards\)](#)
- [Procedure 20310: Invoice Payment](#)

### Related University Policies (Links)

- [University policy 3100 – Fiscal responsibility](#)

### Administrative Procedures

## PRE-APPROVAL PROCESS

To obtain and maintain pre-approvals in a timely and accurate fashion, Northern District will operate on blanket pre-approvals. Each purchase card holder, on the 16<sup>th</sup> of each month, will complete one purchase card pre-approval form for the entire upcoming statement period. Each pre-approval will be valid from the 16<sup>th</sup> of each month through the 15<sup>th</sup> of the following month to mirror the Bank of America statements.

Units should assure that they are completing the correct pre-approval form. The current pre-approval form may be downloaded [here](#). **Units may adjust this to their program areas and Quicken Tags.**

1. Card holders should review their needs for the upcoming month and the Unit budget to determine a reasonable dollar amount for the pre-approval form. By broadening the pre-approval period, unexpected purchases are covered under the new blanket authorization. Only descriptions of items to be purchased should be used, not account codes.
2. Pre- approvals should be completed and signed on the 16<sup>th</sup> of each month by the Unit Coordinator and card holder. UC's will still sign their own pre-approval forms.
3. Pre-approval forms will be maintained and housed in the Unit office p-card files, maintained by the UAA. (Reminder 5 year retention schedule – retain 5 years after end of fiscal year, RM-3 required to destroy.)
4. All purchases require pre-approval; failure to do so may result in card suspension or termination.

## PRE-APPROVAL EXAMPLE

### Pre-approval Form

Date: 7/16/19 – 8/15/19 Amount Requested: \$100.00

**\*\*Actual signatures should be obtained**

Requested By: Matt Lail *Printed Name* \*\*Matt Lail *Signature*

Description of Items: (ex: binders, books, and ribbons)  
Postage and Office Supplies for NDO

Purpose of Purchase/Programs	
<i>Please check the line or lines</i>	
<u>4-H</u>	<u>ANR</u>
<input type="checkbox"/> 4-H Camp	<input type="checkbox"/> Horticulture
<input type="checkbox"/> 4-H Reality Store	<input type="checkbox"/> Forestry
<input type="checkbox"/> 4-H Teen Training	<input type="checkbox"/> Dairy
<input type="checkbox"/> 4-H Recognition Day	<input type="checkbox"/> Pesticide
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<u>FCS</u>	<u>CV</u>
<input type="checkbox"/> ServSafe	<input type="checkbox"/> Training
<input type="checkbox"/> Parenting Classes	<input checked="" type="checkbox"/> Other: Office Supplies/Postage
<input type="checkbox"/> Nutrition	
<input type="checkbox"/> Child Care Classes	<u>Miscellaneous</u>
<input type="checkbox"/> Other: _____	_____

<input checked="" type="checkbox"/> Approved	<u>Approval</u> or	<input type="checkbox"/> Not Approved
		Reason: _____
<u>John Thompson</u> <i>Printed Name</i>	<u>7/16/19</u> <i>Date</i>	<u>** John Thompson</u> <i>Signature</i>

## SALES TAX

Sales tax is not allowed on University purchase cards per [University Policy](#).

**B. Unallowable Expenses**

The university is exempt from Virginia State Sales Tax. This includes items purchased using the university procurement card (p-card). Virginia Sales Tax Exemption forms can be obtained from Procurement at 231-6221. Departments should work with vendors to make sure that sales tax is not improperly charged on invoices and pcard transactions.

**Northern District will be strictly enforcing the below effective January 1,2020 for faculty and staff.**

Sales Tax (first occurrence)	Sales Tax (second occurrence)	Sales Tax (third occurrence)	Sales Tax (fourth occurrence)
-Cardholder must contact or visit vendor to obtain refund of sales tax	-Cardholder must contact or visit vendor to obtain refund of sales tax -P-card suspended for 30 days, cardholder must re-take p-card test	-Cardholder must contact or visit vendor to obtain refund of sales tax - P-card suspended for 60 days, cardholder must re-take p-card test	-Cardholder must contact or visit vendor to obtain refund of sales tax -Permanent loss of p-card

- Faculty and staff should work with Vendors to assure sales tax is not applied to purchases using the [ST-12](#).

**Attachments**

- [Pre-Approval Form](#)
- [Purchase Card Certification Form](#)
- [Purchase Card Log](#)
- [Purchase Card Agreement Form](#)
- [ST-12](#)

**Best Practice Administration**

Reviewer: \_\_\_\_\_  
 Matthew R. Lail, MBA, VCA  
 District Office Coordinator  
 \_\_\_\_\_  
 Date

Approver: \_\_\_\_\_  
 John G. Thompson, MS  
 District Director  
 \_\_\_\_\_  
 Date



