

PROCUREMENT SERVICES

<http://procurement.nku.edu>



Practical P_{CARD} Points

FOOD PURCHASES

Always indicate a reason when the University pays for a meal. Fill out the "Meals and Entertainment Form" found on our website and keep it with your monthly reconciliation. Get an itemized receipt for a restaurant purchase. Remember to use **Chartwells** for on-campus food purchases.

TRAVEL

Use your P_{CARD} for airline tickets, hotels, and conference registrations. **Use the per diem method for meals - DON'T use your P_{CARD}.** When traveling with students, using your P_{CARD} is acceptable only for them. Remember to use **AAA** for airline travel and **Enterprise** for car rentals.

PROTECT YOUR CARD

When not using your P_{CARD}, always keep it locked up in a safe or desk drawer. Regardless of how often you use your card, check your statement at the 5/3 SDG2 website weekly for fraudulent charges. NKU is obligated to pay for all fraudulent charges.

SALES TAX

Please check your receipt to see if sales tax has been charged **BEFORE** you leave the store or website. It's much easier to get a refund at the time of purchase rather than later. Remember to plan ahead when ordering office supplies and use **OfficeMax**.

REMINDER

Cardholders assume the responsibility of supplying all necessary support documentation with their monthly reconciliation. This includes receipts and/or fully completed Missing Receipt Forms along with a signed monthly Accounting Code Detail report from 5/3 SDG2.



UNIVERSITY PRINTING

Plan ahead by contacting **University Printing** when you need to have a publication designed, printed or copied.

For more information, contact University Printing at 859-572-5269 and find out what they can do to help you with your project.

USE CORRECT ZIPCODE

When making purchases with the P_{CARD} use the **41076** zipcode.



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