

March 2015 P-Card Newsletter

New Reporting Tool Available!

Tracking your department's 10 day P-Card Processing metrics just got easier! This week a new [interactive web application](#) was launched to provide everyone easy access to performance metrics. Our P-Card metrics are available under the "Pay" in the "Procure to Pay" value stream.

The reports are available at both the department and division level, can be exported to Excel, and will be updated monthly. A special thanks goes out to both FBOD's **Matt Lanier** and KCIT's **Jeremiah Sullivan** for their work on this project over the last three months.

Procure to Pay



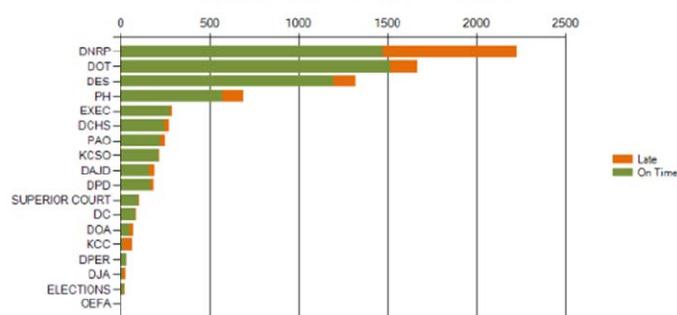
Countywide
All Divisions

P-Card Transactions % Submitted On Time



Countywide
Jan 2015

P-Card Transactions Submitted On Time



No Sales Tax Paid or Tax Exempt?!?

Confused about whether to mark **No Sale Tax Paid** or **Exempt from Sales and Use Tax**? You're not alone!

Record **No Sales Tax Paid** when you are purchasing taxable items (examples include: office supplies, books, parts, software, etc.), but the vendor has not charged sales tax on the invoice (typically because the vendor is not registered to do business in Washington). Make sure that you report your mailstop in the Justification field for these transactions.

Record **Exempt from Sales and Use Tax** when you are purchasing items that are exempt per Washington state tax laws (examples include: live training, memberships, permits, room rentals, etc.). Make sure that you report NTX-KC-0001 as the mailstop in the Justification field for these transactions.

Not sure if what you are purchasing is taxable, per Washington state tax laws?

Contact [Gayle Sreibers](#) at (206) 263-2813.



Foreign Transaction Fee

Foreign Transactions are permitted on your P-Card, however a 2% foreign currency conversion fee is assessed by the Bank for transactions made outside the United States; the Statement will reflect the conversion into U.S. Dollars on transactions that occurred in a different currency and an applicable exchange rate for such conversions.



P-Card Training

Our next P-Card training is on Tuesday April 7th from 2-4pm in the Chinook Building, 2nd Floor Rhododendron Room. Need a refresher? Drop-in's are always welcome!



Visit our [P-Card Website](#) for reports and more!