



Welcome to PCard News!

Welcome to the first issue of PCard News, the quarterly newsletter designed specifically for card managers and cardholders. Each issue will strive to provide useful articles, tips and resource information.

Your feedback is important. Please let us know how we can improve.



Sales Tax and PCard Purchases

The Ohio State University is exempt from sales tax in the State of Ohio and [other applicable states](#). Before making a PCard purchase, we recommend the following:

- Downloading the [blanket certificate of tax exemption](#) from the Office of the Controller's website – you will need to complete with vendor/merchant name.
- Advising the merchant of exemption status before purchase is complete - refer to the University's tax ID printed on the front of the PCard.

If sales tax is charged in error, reasonable efforts should be made to recover with the merchant. Contact the [PCard Office](#) for further assistance.

PCard Tip – What to do if PCard is Declined



Although a credit card decline can be a frustrating experience, quick steps to finalize the purchase can be taken to determine the cause.

Step 1: Verify that any key entry by a merchant or online user is correct (e.g. card number, expiration date, card security code and billing address).

Step 2: Contact the bank --- dial the number listed on the back of the PCard (1-800-685-4039). After verification of your pass code, the bank will be able to identify the cause for decline.

Step 3: If the issues cannot be remedied by the previous steps, contact the University's [PCard Office](#) (614-292-9290) during normal business hours, for further assistance.

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