**Sales Tax on Employee Reimbursements – Sent on AP ListServ on 12/06/2017**

This is a reminder that employees and students should use the prescribed procurement methods of USF System purchase orders and/or PCard for purchases and should limit purchases using their personal funds which then require reimbursements.

Reimbursements will be reviewed for appropriateness and **may not** be approved for payment.  **The following are not allowable payments as employee reimbursements or direct payments on Payment Request Forms**:

* Memberships and subscriptions that can be paid through PCard
* Equipment, lab equipment, office equipment, furniture
* Computer supplies, office supplies, lab supplies
* Clothing
* Contractual Services (unless expressly approved by Director or Assoc. Director of Purchasing)
* Any other commodities or contractual services that are required by USF procurement policy to be processed on purchase order or USF System PCard.

**Effective immediately, Florida State sales tax incurred on purchases which are deemed to be discretionary will not be reimbursed**.  Discretionary purchases are those that could have and should have been incurred using USF System purchase orders and/or PCard, including purchase of supplies, equipment, food and business meals.

Employee self-moving expenses, petty cash expenditures and study abroad program expenses are by nature employee paid and reimbursed, so are not considered discretionary.

For further reference see Payment Request Form Guidelines on the [Accounts Payable web site.](http://www.usf.edu/business-finance/controller/payment-services/acctpay.aspx)

For information on the USF System PCard program see the [PCard Services web site.](http://www.usf.edu/business-finance/purchasing/staff-procedures/usf-pcard/index.aspx)

For questions on Accounts Payable procedures see the Online Business Process Library on the University Controller’s web site or contact [aphelp@usf.edu](mailto:aphelp@usf.edu) .