

## Purchasing Card Reconciliation Guide

Documentation Requirements	Frequently used accounting codes <a href="#">Link</a> to complete list
<p><b>Advertisement:</b></p> <ul style="list-style-type: none"> <li>• Copy of advertisement or job listing</li> <li>• Itemized receipt</li> <li>• For job listings, please work with HR before purchasing (recommended)</li> </ul> <p><b>Supplies:</b></p> <ul style="list-style-type: none"> <li>• Itemized receipt</li> <li>• If purchased outside of ShopUW+, cost comparison and/or reason must be provided</li> </ul>	<p><b>Advertisement:</b> 3740  <b>Office supplies:</b> 3101  <b>Software:</b> 3150  <b>Cloud software:</b> 2613</p>
<p><b>Registration:</b></p> <ul style="list-style-type: none"> <li>• Agenda (if available) or event/conference information</li> <li>• Itemized receipt</li> </ul> <p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Itemized receipt</li> <li>• Information about the organization and its benefits</li> </ul> <p><b>Subscriptions:</b></p> <ul style="list-style-type: none"> <li>• Itemized receipt</li> <li>• Should be in the name of the institution and mailed to a university address</li> </ul>	<p><b>Registration:</b></p> <p style="padding-left: 40px;">In State: 2840  Out of State: 2841  Foreign: 2842</p> <p><b>Membership:</b> 3730  <b>Subscriptions:</b> 3720</p>
<p><b>Lodging:</b></p> <ul style="list-style-type: none"> <li>• Hotel folio (if shared room, list of all guests)</li> <li>• Cost comparison (if applicable)</li> <li>• Agenda or screen shot of the conference</li> </ul>	<p><b>Lodging:</b></p> <p style="padding-left: 40px;">In State: 2850  Out of State: 2851  Foreign: 2852</p>
<p><b>Airfare:</b></p> <ul style="list-style-type: none"> <li>• Flight invoice</li> <li>• Cost comparison (if adding personal travel)</li> <li>• Agenda</li> </ul>	<p><b>Airfare:</b> (also used for changes/cancellations and baggage fees)</p> <p style="padding-left: 40px;">In State: 2800  Out of State: 2801  Foreign: 2802  Travel Agency fee: 2896</p>

Each Purchasing Card transaction should include:

Attachments: receipts (hotel folios, flight invoices, itemized restaurant receipts) showing proof of payment and supporting documentation like the original request for purchase or conference website. Sales tax should not be charged within the state of Wisconsin, online, or from a state with a sales tax [reciprocity agreement](#). Meetings/events accompanied food purchases must include a list of participants.

Business purpose: who, what, when, where, and why. Please include participant names, what the purchase is, when/where the purchase took place, and why it was purchased. A good business purpose should satisfy an auditor who is trying to determine if there is enough information to confirm that funding was used in accordance with policy and **advances the mission of the University**. Supplies purchased outside of ShopUW+ must be accompanied by a cost comparison or a justification for using a non-contracted vendor.

*Example: Registration cost for Professor Einstein who is traveling to the University of Oslo from Dec. 10 to Dec. 14, 2023 to receive the Nobel Prize. The conference is an opportunity for Professor Einstein to present the work he has been doing at UW-Madison, to discuss cutting edge research with fellow scientists and to network with colleagues.*

Funding String: please make sure to use the correct **accounting code** when updating the funding string.

**UW-Madison  
 Official Events, Hosted Events and Business Meals  
 Definitions and Descriptions**

	Official Functions	Hosted Events	Business Meals
<b>Definition</b>	Reasonable and moderate expenditures (excluding alcoholic beverages) directly associated with a University Official Function and expense that may have a social component but substantially advances or contributes to the University's mission.	Gathering of individuals associated with a UW-sponsored event that provides the opportunity for interaction in a setting that is not purely social in nature.	A Business Meal is a breakfast, lunch or dinner with a UW business purpose attended by multiple individuals. Business Meals are not catered, do not require a signed contract, and do not require a space or room rental.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Recognition functions to honor distinguished faculty, staff and students for significant, meritorious achievements.</li> <li>• House hunting trip for faculty or staff (restricted to employee and one spouse/significant other/companion)</li> <li>• Employee recognition and morale/team building events such as honoring an employee retiring or separating from the University with at least 5 years of service and annual holiday/general appreciation events (one event per department or division).</li> <li>• Nominal gifts excluding gift cards and cash equivalents (UW logo items only less than \$50.00) or flowers related to employee major life events such as weddings, births, or death in a family.</li> <li>• See Official Functions Policy for full list</li> </ul>	<ul style="list-style-type: none"> <li>• Reception before/after a speaker's presentation</li> <li>• Conference</li> <li>• Training session</li> <li>• Seminar</li> </ul>	<ul style="list-style-type: none"> <li>• Dinner with an invited speaker to discuss shared research interests.</li> <li>• Lunch with a faculty candidate and interview committee.</li> </ul>
<b>Required Forms*</b>	Official Functions Pre-Approval Form	N/A	N/A
<b>Allowable on GPR or Grant funds?</b>	No	Yes, up to meal limits	Yes, up to meal limits
<b>Allowable on non-GPR or non-Grant funds?</b>	Yes	Yes, up to meal limits -or- if a registration fee was collected sufficient to cover amounts over meal limits	Yes, up to meal limits
<b>Appropriate use of Foundation Funding</b>	Alcohol only, up to \$50 per person.	May be used for amounts in excess of meal limits and for alcohol up to \$50/person.	May be used for amounts in excess of meal limits and for alcohol up to \$50/person.
<b>\$150/person total limit</b>	Yes	Yes unless a registration fee was collected sufficient to cover amounts in excess of \$150/person	Yes
<b>20% tip limit**</b>	Limit is encouraged	Limit is encouraged	Limit is encouraged
<b>Sales Tax***</b>	\$25 tolerance	\$25 tolerance	\$25 tolerance
<b>Meal Limits</b>	<b>Within Wisconsin</b>	<b>All Other Continental US</b>	<b>All Other Locations - Including International</b>
<b>Breakfast</b>	\$20	\$23	\$35
<b>Lunch</b>	\$21	\$24	\$40
<b>Dinner</b>	\$35	\$43	\$60
<b>Refreshment Break</b> - a morning or afternoon break that is part of a larger conference or event	\$12	\$15	\$20
<b>Reception</b>	<b>Reception</b> - a stand-alone event not associated with a specific meal	Receptions expenses on UW funding are limited by reasonableness and appropriateness standards.	
<b>Account Codes:</b>			
Catering	2893		
AV Equipment	2894		
Meeting Space	2895		
Food (In-state, Out-of-state, foreign)	2860, 2861, 2862		

\*The Event Meal Form is no longer required by campus but we still need to provide information about the event: event name/date/location, an agenda, and a list of attendees, including how each of the attendees is affiliated with the university

\*\* The stipulation of limiting tips to 20% has been removed for business meals (paid both via pcard and e-Reimbursemen

## Additional notes

### \*\*\*Sales Tax Tolerance:

- Purchasing card: If sales tax is paid in error in an amount greater than \$25, contact the vendor to obtain a refund. Document the date and action taken on the supporting documentation for the charge.
- e-Reimbursement: the Division of Business Services has authorized a “Tax Tolerance Level” for the review and approval of expense reports. Effective December 1, 2022, if an e-Reimbursement Approver/Auditor notes an expense line with sales and use tax paid in error, the following guidance should be used:
  - \$25 or less: If the amount of sales tax paid in error is \$25 or less, the Approver/Auditor may note the non-compliant amount, but approve the amount for reimbursement, citing the following Immateriality Clause: “Sales tax paid in error for this transaction does not meet the materiality threshold of \$25 for the University of Wisconsin-Madison; as such, immaterial sales tax will be reimbursed.”
  - Greater than \$25:
    - Includes a documented attempt to obtain exemption: If the amount of sales tax paid in error is greater than \$25 and the claimant has documented an attempt to either obtain exemption or obtain a refund (without success), the Approver/Auditor may approve the amount for reimbursement.
    - Does not include a documented attempt to obtain exemption: If the amount of sales tax paid in error is greater than \$25, but the claimant did not document an attempt to either obtain exemption or obtain a refund, the Approver/Auditor must reduce the reimbursable amount to the pre-tax total.

**Business meal:** a breakfast, lunch or dinner with a UW business purpose attended by multiple individuals. Business meals are not catered, do not require a contract, and do not require a space or room rental. University funds may be used to pay for group meals where UW business is conducted or the meal is otherwise supported by a UW business purpose. Business meals may have a social element but are primarily business in nature. Payment/reimbursement for business meals on UW funding is limited to pre-determined rates. Amounts in excess of these rates and alcohol are not allowable on UW funding and may be charged to the Wisconsin Foundation and Alumni Association if funding is available. **All [business meals](#) must be supported by an itemized receipt, event name/date/location, an agenda, and a list of attendees, including how each of the attendees is affiliated with the university.**

Although the [Events Form](#) is no longer required by campus, we encourage you to use it as a checklist to provide the relevant information needed for business meal purchases.

*For events that are catered, require a room/space rental, require a contract, or charge a registration fee, see [Hosted Events](#).*

All **contracts** for events taking place **off-campus** (with non-UW facilities) **must be reviewed, signed, and approved by Purchasing Services** at UW–Madison.

Hosted Event payments in excess of **\$5,000** must be processed on an external requisition.

When the total cost of an event taking place off-campus is expected to exceed \$5,000, a [simplified bid](#) must be performed to select a vendor.

- Total costs include: hotel rooms, meeting rooms, catering, AV, etc.
- Exception: Bidding is not required if participants are paying registration fees to attend the event **AND** the collected fees will cover the entire cost of the event.
- Exception: Bidding may be waived if a [sole source justification](#) is provided. Purchasing Services will determine if the sole source justification is approved.

*For events that are primarily social in nature, see UW-3075 [Official Functions and Expenses](#).*