The University of Akron
Blanket Certificate of Exemption

The undersigned hereby certifies and claims exemption from taxation for the sale of articles of tangible personal property, purchased services, or other selected transactions with the following vendor:

SUPPLIER/VENDOR NAME

The sale is exempt under Ohio law, pursuant to Ohio Revised Code Section 5739.02(B)(1), as a sale to the State of Ohio or any of its political subdivisions.

This certificate shall continue in force until revoked. It shall be considered a part of each order given to the above named vendor unless otherwise specified.

THE UNIVERSITY OF AKRON

By: _________________________________

Luba Cramer, Director of Purchasing
302 Buchtel Commons,
Akron, OH 44325-9001

Phone: 330-972-7340
Fax: 330-972-5562

Date: January 2, 2019
To request changes to your Pcard limits, please email: Pcard@uakron.edu and copy your supervisor on the request.

Please tell us the reason for the purchase:

- What do you Plan to purchase with the PCard?
- Do you have an invoice you can attach to the email?
- Will you be using ESM?
  - If not, Why not?
- How much more available credit do you need to make the purchase?
- How long do you need this temporary increase to last?

ESM Program
To save dollars, departments should strive to use the Procurement Card with vendors that the University may have under contract through the ESM Program. Departments should continue to purchase basic office items (paper, pencils, etc.) stocked through Central Stores. These items are competitively priced and offer the convenience of on-campus stock.

You can access General Information regarding your Commercial Pcard Association benefits as well as the University’s Pcard Policies and Procedures from our Website: www.uakron.edu/purchasing

### General Procedures to Follow

- Get ITEMIZED receipt
- Use CONTRACTED Procurement programs, i.e., Rental Cars, ESM, Amazon, etc. (see Purchasing website for full list)
- Do not pay Ohio sales tax
- Scan and attach receipt to transaction in Bank of America’s Works Program
- Have your supervisor Sign Off transactions in the Works Program

### What NOT to Purchase with P-Card

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<th>Gift cards</th>
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<td>Cash Advances</td>
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<td>Computers &amp; Electronic Communication Devices/Software</td>
<td>Gasoline or Fuel (use Fleet Cards)</td>
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(see Purchasing/ Pcard website for full list)