

Procedures for using SUSSI Corporate Card

1. **Must request use of card in advance.**
2. **Must have approved expenditure request form payable to M & T Bank.**
3. **Must use computer at spare desk in Fiscal Office (CUB 204).**
4. **Must print receipt while in the office to turn in with approved and completed expenditure request form.**

SUSSI is sales tax exempt. If you are billed for sales tax, please let the vendor know you are tax exempt. Sales tax exemption certificates are required whenever a seller **makes a sale** of taxable goods or services, and **does not collect sales tax** in a jurisdiction, in which they are required to. A certificate **is** issued by SUSSI to make **tax-free** purchases that **would** normally be subject to **sales tax**. Please contact our office for a sales tax exemption certificate when needed.

While charging, use the corporate card information below for billing purposes.

**Billing Name: Fiscal Office
SU Student Services**

Address: 1871 Old Main Drive, Shippensburg, PA 17257

Telephone: (717) 477-1730

You may use your name and address for shipping purposes.

Please contact the Fiscal Office with questions.

Thank you!