From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Taxable Lines on Requisitions
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Attachments: ATT00001.txt



Partners in Campus Business Operations

Taxable Lines on Requisitions

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Sent on behalf of: FAS Administration

Hello PCBO Community,

Due to updated best practices from the Chancellor's Office, **CSUBUY requestors will be responsible for creating separate lines for taxable and non-taxable items on requisitions**. This factors in sales tax applicability appropriately.

To prevent processing delays in the event that a requisition must be returned for corrections, please ensure that requisitions are submitted with itemized lines that are separate for taxable and non-taxable goods/services.

Please note: The tax amount should not be included in the line amount. If a line is marked as "taxable," the system will automatically calculate the appropriate tax.

Thank you!
FAS Administration