

This is a reminder that with the exception of frequent flier mileage, rebates or purchase incentives that are obtained as a result of a purchase made with the Purchasing Card belong to the University. Examples of purchase incentives would include reward cards from suppliers such as Staples or Best Buy.

This also includes any tangible, non-cash items offered and received. Non-cash items with a value of \$25 or more must be reported to the Financial Officer so proper recording (receipt and disposition) of the item can be made. Cash items must be credited to an appropriate University account per the Financial Officer's direction. Coupons or certificates for discounts on future purchases must be turned into the department for future use by the University.

In addition, Best Buy now offers a Government and Education Division where you may now place your orders. Some benefits of placing your order through the Government and Education Division are that they offer customized educational quotes, apply special educational discounts for some products, and Penn State's tax exempt status is on file. The Best Buy Government and Education Division can deliver to your location or to any Best Buy retail store for pickup. To place an order through the Best Buy Government and Education Division, contact Scott Brokaw at 888-224-8181x60673 or email james.brokaw@bestbuy.com.

Questions - contact Lisa Steinbugl, Purchasing Card Coordinator at 814-863-0498 or pcard@psu.edu