Please review below this month’s Monthly Informational Newsletter

ERBS Monthly Informational Newsletter is monthly email containing pertinent information to help all employees within our official College Research Centers, Research Business Services, Sponsored Program Services, and Honda Partnership better understand any and all updates, policies, procedures, and guidance to help them stay in the know.

- **Tax Exception with PCard**
  - The “Vendor License #” previously printed on PCards was removed in June 2016. The Tax Compliance Office confirmed that OSU does not have an actual tax exemption number. Moving forward, it is recommended that the State of Ohio Sales and Use Tax Blanket Exemption Certificate be used for all eligible tax-exempt purchases. If a supplier asks for a tax-exempt number, Ohio State’s employer identification number 31-6025986 can be provided.

- **MCMASTER-CARR LEAVING ESTORES**
  - The Ohio State agreement with McMaster-Carr expires on Wednesday, August 30 and will not be renewed. The McMaster-Carr supplier website will be removed from eStores at the close of business on the same day. Most McMaster-Carr supplier website items are available from Grainger’s eStores catalog. Look for Grainger to add computer-aided design (CAD) capabilities in the near future. As an end user, here are potential options going forward:
    - Order products from Grainger from the eStores website.
    - Order directly from McMaster-Carr outside of eStores.

- **Meal Per Diem**
  - Meal allowances are paid after completion of the trip and are based upon per diem rates that vary by city location. These rates include incidental expenses (e.g., service tips, housekeeping, baggage carriers, porters, etc.).
    - In general, the per diem allowance for the first and last days of travel is up to 75% of the full per diem rate.
    - Meal allowance is authorized for in-state (with overnight) or out-of-state (45 miles or more from the traveler’s residence or headquarters) travel.
    - Full meal allowances while on travel status will not be paid if a meal is served on the plane, included in a conference registration fee, built into the hotel room rate, or replaced by a legitimate business meal.

- **Entering a Surplus request?**
  - Send an email letting me know it is entered, otherwise, the requests can be tricky to find in the system.