

PROCUREMENT NEWS

Procurement Services Newsletter

January 2017

New year, New Bank!

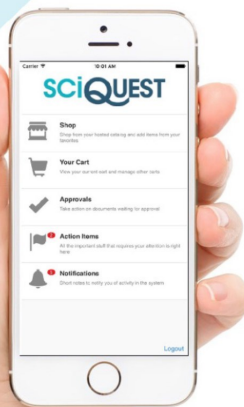
We are excited to announce beginning in January 2017, the Caltech P-Card Office will be changing our Merchant bank from Bank of America to U.S. Bank. Also, our card provider will be switching from MasterCard to Visa.

U.S. Bank has over 20 years of extensive higher education experience with more than 500 Higher Educational clients. For more information please [click here](#).

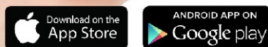


Winning New P-Card Design, available February 2017

TechMart Mobile App
Coming January 2017!
Brought to you by SciQuest



Purchasing Services Introduces



We are excited to introduce TechMart mobile purchasing through the SciQuest App.

Here are just some of the capabilities:

- On-the-go shopping and approving available at your fingertips
- Create, view, and manage shopping carts.
- Receive push notifications when workflow activity has changed.
- View or add requisition details, comments, and attachments.
- Process action items that require your attention. Approve, return, forward, or reject requisitions.
- Purchase from select PunchOut Catalog suppliers.

Caltech

Supplier Shows Coming Your Way

Purchasing Services is currently coordinating supplier shows with Office Solutions and Newark. We expect these shows to take place in February/March 2017. More information to come.

Office

Solutions

Problem solved.



element14

Payment Services

Sales and Use Tax Rate Decreasing

The statewide base sales and use tax rate will decrease one quarter of one percent (0.25%) from 7.50 percent to 7.25 percent on January 1, 2017. The decrease in the statewide rate is effective for all cities and counties in California; however, the actual sales and use tax rate may still be higher than the statewide rate in many jurisdictions in California due to the addition of district taxes. As an example, Pasadena's sales and use tax rate will go from 9.0% to 8.75%.

Why is the sales and use tax rate decreasing?

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, was approved by California voters in November 2012 to temporarily increase the sales and use tax by 0.25 percent. The sales and use tax imposed by Proposition 30 expires December 31, 2016.

Oracle will be configured to reflect the new tax rate as of January 1, 2017.

P-Card and Travel Services

CardQuest Survey Winners!

A big *thank you* to all of our cardholders who participated in the 2016 CardQuest Customer Satisfaction Survey. We appreciate your feedback and will do our best to explore and innovate our expense reporting and travel systems.



Rosemary Miller, Administrative Assistant, Seismo Lab

Judy McClain, Administrative Assistant, P.M.A.

2017 Standard Mileage Rates Announced

Beginning on Jan. 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 53.5 cents per mile for business miles driven, down from 54 cents in 2016
- 17 cents per mile driven for medical or moving purposes, down from 19 cents in 2016
- 14 cents per mile driven in service of charitable organizations

For more information see the [IRS Announcement](#)

Procurement Services - Consider it Done!

Contact Us

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