

## Pcard guidance on tax coding

You must upload a VAT receipt for each transaction. This type of receipt will show the VAT on your purchase.

Each expense type has a default VAT code which will be correct in most cases. When reconciling your card, you should enter the total amount paid (including VAT) and check that the default VAT code matches your VAT receipt. When buying goods from overseas suppliers you will always need to change the default VAT code to be EU.

If the default VAT does not match your receipt, then you should amend the VAT code selecting a new one from the drop-down list. You can also find a guide to VAT codes [here](#)<sup>1</sup>.

VAT code	Description
AS	Standard rated (20%)
AL	Reduced rate (5%)
AZ	Zero rated (0%)
AE	Exempt (0%)
AO	Outside the scope (0%) including where you have paid
EU	Purchase from overseas
EF	Medical/Vet Exemption

If you buy goods which qualify for the medical/veterinary zero rating (Exemption Form), you will need to notify your supplier when placing the order. If you need to provide the supplier with a certificate, you can download one from the tax pages of the intranet. When coding these transactions, you should use VAT code EF.

Other than for hotels or car hire, you should not pay overseas VAT if you advise the supplier that the goods or services are for a business in the UK.

For goods bought from overseas suppliers, you will pay UK VAT when they are imported. For services from overseas suppliers eg charges for publishing, UK reverse charge VAT will appear as a separate line on your project code. When coding these transactions, you should use VAT code EU.

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<sup>1</sup> [https://www.gla.ac.uk/media/Media\\_88513\\_smxx.pdf](https://www.gla.ac.uk/media/Media_88513_smxx.pdf)