

Steps to Health Grocery and Allowable Purchases Reimbursement FAQ
Version Date: March 2022

Steps to Health asks that you follow the guidelines listed below when making grocery or other allowable purchases for the grant. The county purchase card (P-card) should be used to make food demonstration supply and teaching item purchases in your local community. The purchases will continue to be tax-exempt as the grant is not able to reimburse sales tax on purchases. The purchases should be invoiced to the Steps to Health program. A sample invoice is attached for your reference.

Due to the pandemic and lack of food demonstrations being conducted, listed below is a FAQ refresher of how to make purchases for the Steps to Health Grant.

Frequently Asked Questions as of March 2022

1) When the P-Card is used at the grocery store will the vendor know not to add tax to our purchase? If I tell them to remove it, will they do so?

The vendor probably will probably add taxes unless you tell them otherwise. You will need to inform the vendor that this is a tax-exempt purchase. There are tax-exempt forms on the [Administrative Resources](#) tab of the Steps to Health portal for three of our most common grocers: Food Lion, Lowes Foods, and Ingles..

2) How do I submit an invoice to the Steps to Health grant for reimbursement?

An [invoice template](#) is on the Steps to Health portal under the “Administrative Resources” page. You must include an invoice number on your invoice. You will need to create an invoice number unique to your county/organization. If your county already has an invoice format, it can be used. The remittance/payment information must match what is in the University payment system.

3) Previously, P-card labels were given to us last time for us to attach to our receipts, will you send us more?

Yes, each year program purchase labels are sent to facilitators based on the program(s) the county enrolls in. Listed below is an example of the P-Card label:

Educator: _____
County: _____
Program: _____ Session # _____
Not for human consumption; used for instructional education purposes

4) May we use our county funds for food and allowable purchases?

Yes, you can use county funds for the purchase of item(s) and submit those for reimbursement to Steps to Health. Before going to the grocery store, download a copy of the [Tax Exempt form](#) on the Steps to Health Portal and present it to the customer service manager before you shop so they are aware that you are in the store.

During checkout, be sure that taxes are not added to the purchase. Complete the [invoice form](#) (also found on the Administrative Resources page) and submit it with the appropriate receipts attached. We encourage you to submit this paperwork frequently to minimize the impact on your county funds.

5) What happens if my county P-card does not allow for the purchase of food?

Counties can work with the P-card Center to have this changed and make this an allowable purchase.

6) Can we receive a budgeted amount per program in a one-time payment made out to our county so we can use however we need for travel, supplies, and postage?

No, unfortunately, our contract with our grantor does not allow this type of arrangement – we can only reimburse counties for purchases previously made.

7) If I have my own P-card, will I need to process P-card transactions as usual as well through MyPack Portal?

Yes, you will need to follow the P-card process to upload receipt(s) after the transaction within the designated timeline. The next step is to create an invoice with copies of the receipts and submit them to Steps to Health for reimbursement.

8) Can I purchase items with my personal credit card or cash and be reimbursed?

No. The university, college, and department have asked us not to use personal funds to make Steps to Health purchases. Additionally, personal purchases would not be eligible for the tax exemption and be charged tax, which the grant will not reimburse.

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