

Weekly Update

August 25, 2015

Subject: Automated Use Tax Processing Run Schedule Posted on SCEIS Website

Audience: FI Directors

The run schedule for the automated use tax process is now posted on the SCEIS website. The automated use tax process automates the preparation and submission of an electronic use tax return to the SC Department of Revenue and records and pays the vendor payable for tax due on behalf of each business area.

To access the run schedule, from the SCEIS homepage (www.sceis.sc.gov), point your mouse to **Finance** in the left navigation bar, then select **Publications**. The run schedule can be found under the **Accounts Payable Publications** section.

The direct link to the use tax materials is <http://www.sceis.sc.gov/page.aspx?id=140>. If you have any questions about this message, please email sceis-ast@sceis.sc.gov.