

P-Cardholders Responsibilities

The cardholder should be briefed on usage of the card by the Card Manager before receiving their P-CARD.

Security of their P-Card by storing them safely and keeping their account number confidential.

Notify JP Morgan (1-800-270-7760) and the P-Card Administrator (438-3373) if P-Card is lost, stolen, or suspect of fraudulent charges.

Under no circumstances, should P-Cards be loaned or transferred to other staff.

P-Cardholders must endeavor to obtain best value when making P-Card purchases. This includes purchasing from retailers who offer competitive pricing and selecting items that are reasonable and financially prudent.

Every purchase transaction must have valid supporting documentation by obtaining original itemized receipts and card transaction slips. If the purchase is made on-line, P-Cardholders should request and print out the email original itemized receipt/paid invoice. If original itemized receipts are missing, the cardholder must request a copy from the vendor. If unable to obtain a copy from the vendor, an Affidavit for Lost Original itemized receipt form is acceptable only if vendor was unable to provide an original itemized receipt copy.

Resolving all incorrect charges and product returns as quickly as possible.

Cardholders should turn in their P-Card to the Card Manager when leaving the department.