



## UNIVERSITY OF RICHMOND Purchasing Card Guidelines at a Glance

**General Information:** The University of Richmond Procurement Card (P-card) is a corporate MasterCard issued through JP Morgan Chase. Departments may have one or more p-cards, depending on their needs. The complete guidelines are available on the web at <http://controller.richmond.edu/card/guidelines.htm>.

### Cardholder Responsibility:

1. Read Purchasing Card Guidelines, distributed with the card.
2. Ensure card is used in compliance with the guidelines.
3. Ensure safe keeping of the card.
4. Ensure sales tax is not charged for purchases on the card.
5. Maintain receipts for all purchases on the card
6. Receive training on the online PaymentNet system.
7. Allocate charges within the PaymentNet system each month.
8. Download JP Morgan Commercial Card Statement from the PaymentNet system, after the 25<sup>th</sup> of each month. *(Statements must be printed from within PaymentNet; no statements are mailed.)*
9. Submit JP Morgan Commercial Card Statement, Transaction Report, and receipts to Accounts Payable by the 10<sup>th</sup> of each month. *Cards may be suspended if documentation is not received by the 10<sup>th</sup>.*

### Supervisor Responsibility:

1. Read Purchasing Card Guidelines, distributed with the card.
2. Ensure card is used within the guidelines.
3. Review all charges made on the card.
4. Approve charges made on the card by signing off on the credit card statement each month.
5. Ensure documentation is submitted to Accounts Payable by the 10<sup>th</sup> of each month. *Cards may be suspended if documentation is not received by the 10<sup>th</sup>.*

### P-card Restrictions

The following items **MUST NOT** be charged on the purchasing card and may cause the suspension of the card:

1. Oncampus charges (Bookstore, Edible Bites, etc.)
2. Meals at restaurants
3. Personal items or services
4. Registration fees (only teleconference fees are allowed on the card)
5. Travel expenses (hotel/meeting rooms, airline, auto rental, train, conference registration fees, gasoline)
6. Prescription drugs, controlled substances

### Who to Call:

1. [Request a card, change name on card](#) – Elaine Pierpont (x8161)
2. [Declined card](#) – Elaine Pierpont (x8161)
3. [Credit limit increase, transaction limit increase](#) – Elaine Pierpont (x8161)
4. [Dispute charges, fraudulent charges](#) – Elaine Pierpont (x8161)
5. [Lost/stolen card](#) – JP Morgan customer service (800-270-7760) and Elaine Pierpont (x8161)
6. [Cancel a card](#) – Elaine Pierpont (x8161)
7. [Re-set Paymentnet password](#) – Jean Hines (x8181), Elaine Pierpont (x8161),
8. [Add index to PaymentNet](#) – Ginny Emigh (x8179), Jean Hines (x8181)
9. [Training on PaymentNet](#) – Ginny Emigh (x8179), Jean Hines (x8181)
10. [PaymentNet general questions](#) – Jean Hines (x8181), Ginny Emigh (x8179)