Happy New Year! This quarterly newsletter includes valuable information about using your procurement card.

**Travel Expenses:**
Employee Relocation is an unallowable purchase on the Procurement card. A traveler cannot use the Procurement Card for Meals and Incidentals when claiming the per diem method of reimbursement. On a rare occasion when spousal travel is included on Procurement Card transactions, please remember to follow the [Travel Policy](#) as spousal travel is a non-reimbursable travel expense.

**Tax Exemption:**
You may already know that the University is exempt from Missouri taxes, but did you know the tax exemption number is printed directly on your procurement card? The card also has a phone number for the merchant to call to receive a copy of the University’s Missouri tax exemption letter. Mini credit card size tax exempt letters are also available upon request from our office.

**Message regarding Fraud:**
From time to time, a cardholder may notice unrecognized transactions on their account. It is possible these transactions may be considered fraud and must be reported by contacting the JPMorgan Chase’s Fraud Prevention department at 1-888-307-2990 immediately. The cardholder is required to contact JPMorgan Chase directly to resolve any fraud on the account, an affidavit may have to be signed and authorized on the account to verify all unauthorized charges. JPMorgan Chase may contact a cardholder occasionally to verify recent purchases. If you are contacted, please contact JPMorgan Chase immediately to prevent them placing a hold on your account. Don’t forget that Chase is required to ask for the last 4-digits of your social security number. Please provide the last 4-digits of your employee number instead. If you plan on traveling overseas, please contact Chase and provide them with the dates and locations of your upcoming travels.

**Transaction Disputes:**
A cardholder may need to dispute a procurement card purchase. It is important that you or your department attempt to resolve the purchase dispute with the vendor first. If the vendor does not respond timely, you or your department should complete the electronic dispute form in PaymentNet. In some instances, Chase may need to contact a cardholder for questions. Once the dispute has been completed by Chase, the department needs to ensure an appropriate refund to the ProCard has been made. JPMorgan Chase Dispute Department: 1-888-296-0768.

**A message to all Cardholders:**
It is important for all Procurement cardholders to protect their card account information. We encourage cardholders to log into the PaymentNet system to verify purchase history. This ensures purchases placed on your procurement card are valid. If you see a suspicious purchase on PaymentNet, you must immediately contact JPMorgan Chase. Don’t forget that Chase is required to ask for the last 4-digits of your social security number. Please provide the last 4-digits of your employee number instead.

**Procurement Card Cycle Dates:**
Procurement card cycles end on or around the 20th of each month. Monthly limits will typically reset on the 21st, depending on holidays and weekends. If spending limits need an increase, requests for increases can be emailed to me. Since a cardholder cannot request their own limit changes, the ProCard transaction approver or business manager can request the change. Increases are immediate, so there is no inconvenience to cardholders.

**University Card Webpage:**
Check out the University Card Programs webpage: [http://www.cashandcredit.wustl.edu/](http://www.cashandcredit.wustl.edu/)
You’ll find the revised procurement card program guide, new cardholder forms along with the cardholder letter of agreement. Review our FAQs page for quick references regarding the procurement card program.

**Important Numbers and E-mail Addresses:**
University Card Programs Administrator: 314-935-8640
University Card Programs Administrator E-mail address: eslama@wustl.edu
JPMorgan Chase 1-800-270-7760

Thank you in advance for taking the time to read over the quarterly newsletter!