What’s new with the Procurement Card Program?

**Recent updates to our program guide:**
The updated procurement card policy took effect on September 1, 2011
- Document assets and non consumable purchases ([Procurement Card Program Guide Pg.3](#))
- Required procedures on all exchanges and returns ([Procurement Card Program Guide Pg.3](#))
- Sales tax exemption certificates for purchases made in various states may be available ([Procurement Card Program Guide Pg.4](#))
- Physical audits on asset purchases and non-consumable purchases ([Procurement Card Program Guide Pg.8](#))

**Procurement Cards renew every three years:**
Your procurement card will expire on the last day of the expired month. You will receive a replacement card approximately 45 days prior to the expiration date. The card will be mailed by JPMorganChase to a cardholder’s attention at their designated campus address. You should call to activate the card immediately. **Chase will ask for the last four digits of your social security number; however you should provide the last four 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.

**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.

**A message regarding Fraud:**
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 of your travels.

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

Thank you in advance for taking the time to read over the quarterly newsletter! I look forward to working with everyone.