Each newsletter will feature valuable information about using your procurement card.

**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.

**Use your campus address for internet purchases:**
When purchasing items from internet merchants, most sites will ask for your billing address. The billing address tied to your card validates your identity and was established when you originally opened your procurement card. The standard billing address format is your campus box number and the address of your campus location.

**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.

**Important Numbers and E-mail Addresses:**
University Card Programs Administrator: 314-935-8640
University Card Programs Administrator E-mail address: Mary.Koenig@wustl.edu
To report your card lost or stolen, contact JPMorgan Chase at 1-800-270-7760

**University Card Webpage:**
Check out the University Card Programs webpage: [http://www.cashandcredit.wustl.edu/](http://www.cashandcredit.wustl.edu/)

Thanks for taking the time to read over the newsletter. Your feedback is always welcome.